

19.0 Council Policies

Prior to the meeting, councillors were provided with a copy of Wagait Shire Council's Policies.

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POLICY TITLE:	ELECTION OF PRESIDENT
POLICY NUMBER:	P02
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	
STATUS: Draft	Council Resolution

Date Approved:	Approved By:	Councillors – resolution no.	Date for review:	Next Council Election
20.05.2008				
17.03.2009				
				20.05.2012

PURPOSE:

To elect a President for the Wagait Shire Council.

POLICY:

The Council has resolved that the President and Deputy President of the Wagait Shire Council shall be elected by the Council Members from within the Council.

EFFECT:

The elected President and Deputy President shall remain in office until the next General Election to be held in 2012 unless either position becomes vacant during the term.

REFERENCES:

Related Legislation: LGA Sec. 44,45

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POLICY TITLE:	CASTING VOTE OF PRESIDENT
POLICY NUMBER:	P03
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	
STATUS: Draft	Council Resolution

Date Approved:	Approved By:	Councillors -- resolution no.	Date for review:	Next Council Election
13.11.2008				
17.03.2009				13.11.2012

PURPOSE:

To provide the Presiding Member of a meeting to have a casting vote in the event of there being a tied number of votes at any particular meeting.

POLICY:

At the first meeting of the Council following a General Election of the Council must decide whether the Principal member has a casting vote in the event of votes being equal.

The Council has determined that the Principal Member shall have a casting vote.

EFFECT:

The President has a deliberate vote and in the event of there being an equality of votes the President shall have a further casting vote.

The decision remains in force until the 2012 General Election.

REFERENCES: LGA Sec. 61(7)

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POLICY TITLE:	SIGNING OF CHEQUES AND EXPENDITURE CERTIFICATIONS
POLICY NUMBER:	P04
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	
To provide for the signing of cheques and authorisation of Council Expenditure.	
STATUS: Draft	Council Resolution

Date Approved: 17.06.2008	Approved By: Cr Vice President Clee Seconded: Cr Murphy	Councillors – resolution no. 7/252	Date for review:	Next Council Election
Date Approved: 17.03.2009	Approved By:		Date for review:	17.06.2010
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

POLICY:

The Council has resolved that the Principle Member shall sign all cheques and expenditure authorisations in conjunction with either the Chief Executive Officer of Administration Officer.

EFFECT:

There shall be two signatories to all Council expenditure, one being the Principle Member and the other being a member of staff.

References: LG (ACC) Regs No. 20

POLICY TITLE:	COUNCIL STAFF CODE OF CONDUCT
POLICY NUMBER:	P5
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	GOVERNANCE
STRATEGIC PLAN REFERENCE:	Review of Council Policies and Procedures
CORPORATE GOVERNANCE AND PERFORMANCE: Develop performance management and work plans with staff members	
STATUS: Draft	Council Resolution: 2017/08
Date Approved:	Date for review: January 2018

Date Approved: 15.07.2008	Approved By:	Councillors – resolution no.	Date for review:	Next Council Election
Date Approved: 21.04.2009	Approved By:		Date for review:	21.04.2011
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

SUMMARY

Council employees must comply with the provisions of this Code in carrying out their functions as public officials. It is the personal responsibility of Council employees to ensure that they are familiar with, and comply with, the standards in the Code at all times.

This Code does not exclude the operation of the *Fair Work Act 2009*, the rights of employees and their Unions to pursue industrial claims, or any relevant Awards or Enterprise Agreements made under the *Fair Work Act*. This Code does not affect the jurisdiction of the Industrial Relations Commission.

OBJECTIVE

This policy has been developed to comply with Section 104 of the *Local Government Act 2008* and to provide clear direction about the principles of ethical conduct and standards of behaviour expected from council staff.

POLICY

This Code of Conduct is to be observed by all Council employees.

PART 1—PRINCIPLES

Council employees of Wagait Shire Council (WSC) have a commitment to deliver a professional and committed service to the community and elected members of Council and to discharge their duties conscientiously and to the best of their ability.

Council employees will act honestly in every aspect of their work and be open and transparent when making decisions or providing advice to their Council.

Council employees will perform their official duties in such a manner as to ensure that public confidence and trust in the integrity and impartiality of their Council is strong.

Council employees will respect the law, and the resolutions made by the elected member body of the Council.

The Council's Chief Executive Officer will make reasonable endeavours to ensure that employees have current knowledge of both statutory requirements and best practices relevant to their position.

Council employees will make reasonable endeavours to ensure that they have such current knowledge of both statutory requirements and best practices relevant to their position as is drawn to their attention by Council.

PART 2—CONDUCT

Conduct required of Council employees

In line with 'PART 1—Principles' of this Code, the following behaviour is considered essential to upholding the principles of good governance in WSC.

A failure to comply with any of these behaviours can constitute a ground for disciplinary action against the employee, including dismissal in accordance with Council's *Counselling, Disciplining and Dismissing Employees* policy.

Council employees must also comply with all relevant statutory requirements within the *Local Government Act*, the *Work Health and Safety (National Uniform Legislation) Act* and other Acts. A failure to comply with these statutes, as identified within this Part, can also constitute a ground for disciplinary action against the employee, including dismissal, in accordance with Council's *Counselling, Disciplining and Dismissing Employees* policy.

Council employees will:

General behaviour

- 2.1. Act honestly in the performance of official duties at all times.
- 2.2. Act with reasonable care and diligence in the performance of official duties.
- 2.3. Discharge duties in a professional manner.
- 2.4. Act in a way that generates community trust and confidence in the Council.
- 2.5. Act in a reasonable, just, respectful and non-discriminatory way when dealing with all people.
- 2.6. Ensure that personal interests, including financial interests, do not influence or interfere with the performance of their role.

Responsibilities as an employee of Council

- 2.7. Comply with all relevant Council policies, codes and resolutions of which they have been made aware, relevant to their particular role.

2.8. Deal with information received in their capacity as a Council employee in a responsible manner.

2.9. Endeavour to provide accurate information to the Council and to the public at all times.

2.10. Take all reasonable steps to ensure that the information upon which employees make decisions or actions are based is factually correct and that all relevant information has been obtained and is considered.

2.11. Not release or divulge information that the Council or Chief Executive Officer of the Council has ordered be kept confidential, or that the Council employee should reasonably know is information that is confidential.

2.12. Not make improper use of information, including confidential information, acquired by virtue of their position.

2.13. Ensure that relationships with external parties do not amount to interference by improper influence, affecting judgement, decisions and/or actions.

2.14. Comply with all lawful and reasonable directions given by a person with authority to give such directions.

2.15. Only make public comment in relation to their duties when specifically authorised to do so, and restrict such comment to factual information and professional advice.

Relationships within Council

2.16. Not make any public criticism of a personal nature of fellow Council employees or Council members.

2.17. Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.

2.18. Direct any allegations of breaches of the Code of Conduct for Council Members to the Chief Executive or nominated delegate/s.

Gifts and Benefits

2.19. Council employees must not:

2.19.1. Seek gifts or benefits of any kind.

2.19.2. Accept any gift or benefit that may reasonably create a sense of obligation on their part or may be reasonably perceived to be intended to or would reasonably be likely to influence them in carrying out their public duty.

2.19.3. Accept any gift or benefit from any person who is in, or who seeks to be in, any contractual relationship with the Council.

2.20. Notwithstanding Code 2.19.3, Council employees may accept hospitality provided in the context of performing their duties, including:

2.20.1. Free or subsidised meals, beverages or refreshments of reasonable value provided in conjunction with:

2.20.1.1. Council work related events such as training, education sessions, workshops and conferences; and

2.20.1.2. Council functions or events; and

2.20.1.3. Social functions organised by groups such as Council committees and community organisations.

2.20.2. Invitations to and attendance at local social, cultural, or sporting events.

2.21. Where any Council employee receives a gift or benefit of more than a value published in the Government Gazette by the Minister from time to time, details of each gift or benefit must be recorded within a gifts and benefits register maintained and updated quarterly by the Council's Chief Executive Officer. This register must be made available for inspection at the principal office of the Council and on the Council website.

Use of Council Resources

2.22. Council employees using Council resources must do so effectively and prudently when undertaking Council work.

2.23. Council employees must not use Council resources, including the services of Council staff, for private purposes, unless legally or properly authorised to do so, and payments are made where appropriate.

2.24. Council employees must not use public funds or resources in a manner that is irregular or unauthorised.

Chief Executive Officers

2.25 Chief Executive Officers must act in accordance with the provisions specific to their position within the *Local Government Act* at all times.

Complaints

2.26 Any person may make a complaint about a Council employee under this Code.

2.27 Complaints about an employee's behaviour that is alleged to have breached this Code should be brought to the attention of the Chief Executive Officer of the Council, or a delegated person.

2.28 Complaints about a Chief Executive Officer's behaviour that is alleged to have breached the Code should be brought to the attention of the Council's Principal Member.

2.29 A complaint may be investigated and resolved according to the disciplinary processes of that Council.

2.30 In considering the lodgement of a complaint against a Council employee for a breach of the Code, Public Officers should be mindful of the obligations outlined in the Independent Commissioner Against Corruption—Directions and Guidelines.

2.31 Nothing in this code in any way derogates from the rights of an employee or duties of an employer under the Fair Work Act 2009, other legislation, an award, an industrial agreement or contract of employment.

REFERENCES:

Local Government Act 2008

Fair Work Act 2009

Work Health and Safety (National Uniform Legislation) Act

R

POLICY TITLE:	VEHICULAR CROSSOVERS/DRAINAGE
POLICY NUMBER:	P06
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	
STATUS: Draft	Council Resolution

Date Approved: 16.09.08	Approved By:	Councillors – resolution no.	Date for review:	Next Council Election
Date Approved: 21.04.09	Approved By:		Date for review:	20.01.2011
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

PURPOSE:

To clearly define the responsibility and financial liability for the provision of vehicular crossovers to private property.

POLICY:

The Council is responsible for the care and maintenance of the drainage network adjacent to roads. Any person desiring to undertake work within the road reserve (drainage) area is required to obtain the approval of the Council. This also applies to vehicular crossovers where approval is required.

The adjoining landowner is responsible for all costs for any requested works, including crossovers.

EFFECT:

Property owners are not to undertake any works within the verge without the prior approval of the Council.

The cost of any works undertaken at the request of the property owner shall be at the property owners expense.

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POLICY TITLE:	INTERNAL AUDIT COMMITTEE
POLICY NUMBER:	P86- P07
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	
STATUS: Draft	Council Resolution

Date Approved: 20.01.2009		Approved By:	Councillors – resolution no.	Date for review:	Next Council Election
Date Approved: 17.03.2009		Approved By:		Date for review:	20.11.1012
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

PURPOSE:

To safeguard the assets and financial integrity of the Council.

POLICY:

To monitor compliance by the Council with proper standards of financial management.

To monitor compliance by the Council with the Local Government (Financial Regulations) and the Accounting Standards.

The Internal Audit Committee shall comprise of the whole of the Council.

EFFECT:

The monitoring by the Committee provides for a greater openness in dealing with the financial management of the Council.

References: LG (ACC) Regs 10 (2) (b).11

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POLICY TITLE:	HUMAN RESOURCE MANAGEMENT
POLICY NUMBER:	P08
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	
STATUS: Draft	Council Resolution

Date Approved:	Approved By:	Councillors – resolution no.	Date for review:	Next Council Election
15.12.2009				

PURPOSE:

To provide clear direction for the employment of Council employees and to provide a safe working environment for their ongoing employment.

POLICY:

Term of Engagement:

The Council favours the granting of two year contracts with an extension option in the engagement of its employees.

Selection Process:

The selection process for appointment or promotion must be based on merit and must be fair and equitable.

Training:

Staff will have reasonable access to training and development and opportunities for advancement and promotion.

Treatment of Staff:

Staff must be treated fairly and consistently and must not be subjected to arbitrary or capricious decisions.

Staff Grievances: Where a staff member has a grievance against another staff member the matter is to be adjudicated by the CEO. The CEO shall use whatever resources are available to resolve any grievance or conflict.

Where a staff member has a grievance against the CEO the matter is to be adjudicated by the human resource team or LGANT.

Where the CEO has a grievance against any individual Councillor, the matter is unable to be resolved the matter shall be adjudicated by the human resource team at LGANT.

LGANT

Where the Council has a grievance against the CEO, and the matter is unable to be resolved, the matter shall be adjudicated by the human resource team at LGANT.

Health and Safety:

The Council will provide working conditions that comply with Occupational Health and Safety requirements including the provision of protective clothing.

Discrimination:

There shall be no unlawful discrimination against a member, or potential member of staff on the ground of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment, age or any other ground.

LEGISLATIVE NOTE:

The Local Government Act provides that;

The CEO is responsible to appoint, manage and, where necessary, terminate the appointment of Council Staff.

The CEO is responsible for the appointment of staff in accordance with a staffing plan approved by Council.

EFFECT:

Provides for clear direction in the employment of staff.

REFERENCES:

LGA Sec.101, 103, 104, 105

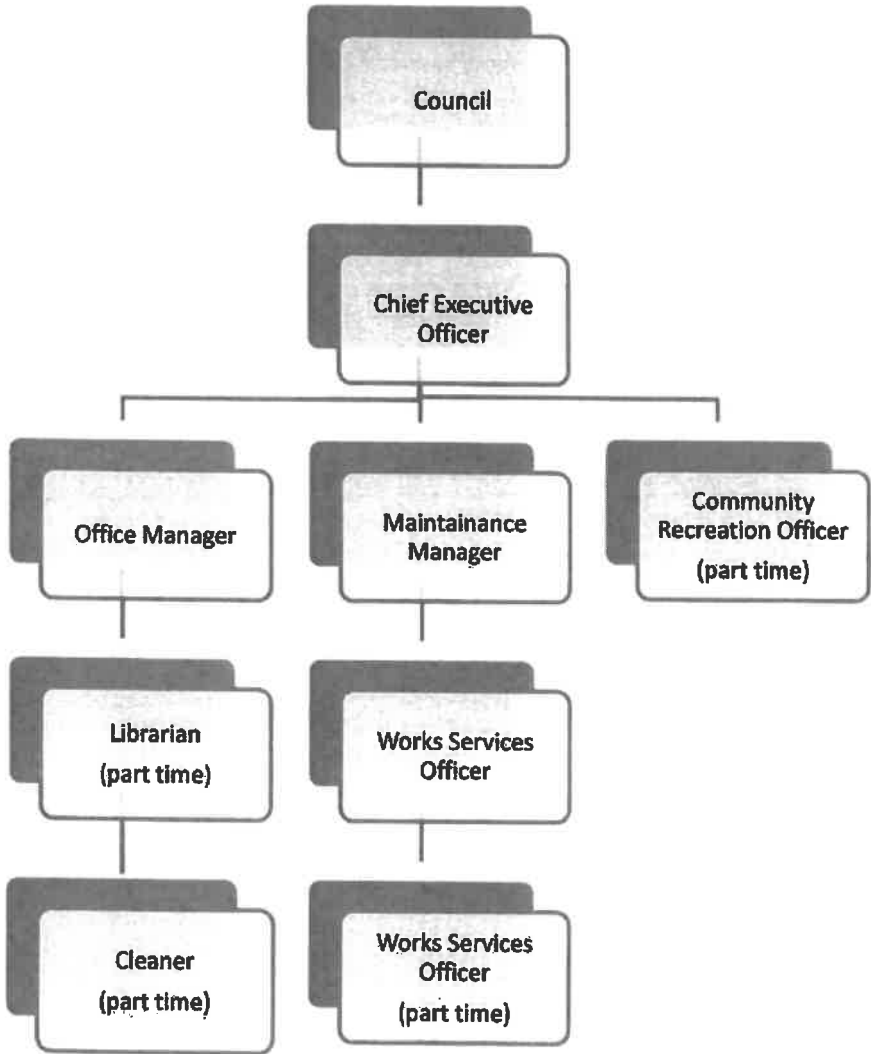
POLICY TITLE:	ACCOUNTING AND POLICY MANUAL
POLICY NUMBER:	P09
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	ADMINISTRATION
STRATEGIC PLAN REFERENCE:	EFFECTIVE AND EFFICIENT SHIRE MANAGEMENT
STATUS: Draft	Council Resolution

Date Approved: 19.05.2015		Approved By: Moved: Vice President Lisa-Marie Stokes Seconded: President Peter Clee	Councillors – resolution no. 186/2015	Date for review:	Next Council Election
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

Wagait Shire Council

WAGAIT SHIRE ACCOUNTING AND POLICY MANUAL

1.ORGANISATIONAL CHART



Wagait Shire Council

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Wagait Shire Council

FUNCTION COST CODES OF COUNCIL

1-0000	Assets
2-0000	Liabilities
3-0000	Equity
4-0000	Income
5-0000	Cost of Sales
6-0000	Expenses
8-0000	Other Income
9-0000	Other Incomes

Wagait Shire Council

2. STAFF DUTIES AND RESPONSIBILITIES

CHIEF EXECUTIVE OFFICER

- Performing the role of Chief Executive Officer of the Council as prescribed under the Northern Territory Local Government Act, legislation and regulations applicable to local government in the Northern Territory;
- Managing and administering the plans and business of the Council;
- Ensuring the development and implementation of the Council policies and the efficient and effective operation of the organisation;
- Ensuring best practice human resource management of staff and the promotion of community development and self management;
- Management and administration of the financial activities of the Council, in accordance with legislative requirements and in alignment with Council policies;
- Working in a safe manner having regard for the environment, self and others and contributing to the implementation of Council's workplace health and safety and environmental management policies, protocols, procedures and practices.

OFFICE MANAGER

- Assist the CEO with preparations for actioning decisions from Council and other meetings;
- Management of all clerical and administrative functions including preparation of Council meetings, agendas, minutes and Local Government compliance;
- Managing Council's finances, investments, and assets;
- Reconcile all Council funds on monthly basis;
- Prepare annual financial statements, annual report and assist the auditor;
- Day to day management of human resource duties;
- Carrying out duties in accordance with the Councils health and safety and environmental policies.
- Updating website with Council information monthly;
- Preparing *Stop Press* Newsletter monthly;
- Working in a safe manner having regard for the environment, self and others and contributing to the implementation of Council's workplace health and safety and environmental management policies, protocols, procedures and practices.

MAINTAINANCE MANAGER

- The Works Supervisor is responsible for all operational functions of the Council;
- The areas of accountability include public conveniences, sanitation and garbage, parks and gardens, sport and recreation facilities, roads and transport, street lighting, dog management, Gamba grass and weed mitigation;
- Working in a safe manner having regard for the environment, self and others and contributing to the implementation of Council's workplace health and safety and environmental management policies, protocols, procedures and practices.

Wagait Shire Council

COMMUNITY RECREATION OFFICER

- Develop, organise and manage special events, Sport and Recreation programs and festivals for residents of the Wagait Region, with particular emphasis on school-aged children and youth;
- Plan, organise and conduct school holiday activities and excursions for school-aged children and youth;
- Facilitate participation in passive and competitive sport at all levels for all age groups;
- Work in a safe manner having regard for the environment, self and others and contribute to the implementation of Council's workplace operational health and safety and environmental management policies, protocols, procedures and practices.

3. PRINCIPAL ACCOUNTING POLICIES OF COUNCIL

a *The Local Government Reporting Entity*

The consolidated fund through which the Council controls resources to carry on its functions has been included in the financial statements forming part of this report.

A summary of the activities along with their contribution to the operating result and their net assets is provided in Note 2 a.

b *Basis of Accounting*

This general purpose financial report has been prepared in accordance with the NT Local Government Act 2008, NT Local Government (Accounting) Regulations 2008, and applicable Australian Accounting Standards. Financial statements have been prepared on an accrual basis.

c *Statement of Compliance*

Australian Accounting Standards (AAS) include Australian Equivalents to International Financial Reporting Standards (AEIFRS). Because the Council is a not-for-profit entity and the AAS include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS), to the extent these inconsistencies are applied, this report does not comply with IFRS. The main impact is in the offsetting of revaluation and impairment gains and losses within a class of assets.

This financial report has been prepared on the basis of historical cost except for the revaluation of certain non-current assets.

d *Adoption of new and revised Accounting Standards*

In the current year, the Council has adopted all of the new and revised standards and interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to their operations and effective for the current annual reporting period.

Wagait Shire Council

Council has elected not to value land under roads this financial year 2013-14 as per AASB 1051.

The following Australian Accounting Standards have been applied for the 2013-14 financial year as reported in the Notes that form part of the 2013-2014 Audited Financial Report.

Wagait Shire Council

Wagait Shire Council

ABN 63 843 778 569

Notes

(forming part of the financial statements)

1 Reporting entity

Wagait Shire Council is a local government body formerly called Cox Peninsula Government Council. The registered address of the Council is PMB 10 Wagait Beach NT 0801.

2 Basis of preparation

These general purpose financial statements have been prepared in accordance with the Australian Accounting Standards and Interpretations of the Australian Accounting Standards Board. The Council is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards. The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

Use of estimates and judgments

The preparation of financial statements requires management to make judgments, estimates and assumptions that affect the application of accounting policies and reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

In particular, information about significant areas of estimation uncertainty and critical judgments in applying accounting policies that have the most significant effect on the amount recognised in the financial statements are discussed in note 18.

3. Significant accounting policies

Significant accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

Revenue

Non-reciprocal grant revenue is recognised in profit or loss when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably. If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied. When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customer.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognized when the right to receive a dividend has been established.

Wagait Shire Council
ABN 65 843 778 569

Notes (continued)

3. Significant accounting policies (continued)

Property, plant and equipment

Each class of property, plant and equipment is carried at cost or fair value as indicated, less, where applicable, accumulated depreciation and impairment losses.

Freehold Property

Freehold land and buildings are shown at their fair value based on periodic valuations by external independent valuers, less subsequent depreciation for buildings.

In periods when the freehold land and buildings are not subject to an independent valuation, the directors conduct directors' valuations to ensure the carrying amount for the land and buildings is not materially different to the fair value.

Increases in the carrying amount arising on revaluation of land and buildings are recognised in other comprehensive income and accumulated in the revaluation surplus in equity. Revaluation decreases that offset previous increases of the same class of assets shall be recognised in other comprehensive income under the heading of revaluation surplus. All other decreases are recognised in profit or loss.

Any accumulated depreciation at the date of the revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Plant and Equipment

Plant and equipment are measured on the cost basis and are therefore carried at cost less accumulated depreciation and any accumulated impairment losses. In the event the carrying amount of plant and equipment is greater than its estimated recoverable amount, the carrying amount is written down immediately to its estimated recoverable amount and impairment losses are recognised either in profit or loss or as a revaluation decrease if the impairment losses relate to a revalued asset. A formal assessment of recoverable amount is made when impairment indicators are present (refer to policy of impairment).

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in profit or loss in the financial period in which they are incurred.

Depreciation

The depreciable amount of all fixed assets, including buildings and lease assets but excluding freehold land, is depreciated on a straight-line basis over the asset's useful life to the entity commencing from the time the asset is available for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

Wagait Shire Council
ABN 65 843 778 569

Notes (continued)

3. Significant accounting policies (continued)

Property, plant and equipment (continued)

The depreciation rates used for each class of depreciable assets are follows:

	Life (years)
Building and improvements	20
Plant and equipment	3
Roads, bridges and footpaths	10
Office equipment and furniture	3
Motor vehicles	5

Depreciation methods, useful lives and residual values are reviewed at each reporting date and adjusted if appropriate.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are recognised as income in profit or loss in the period in which they arise. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

Financial instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the council commits itself to either purchase or sell the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transactions costs except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are recognised as expenses in profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or cost. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as the amount at which the financial asset or financial liability is measured at initial recognition less principal repayments and any reduction for impairment, and adjusted for any cumulative amortisation of the difference between that initial amount and the maturity amount calculated using the effective interest method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense item in profit or loss.

Wagait Shire Council
ABN 49 843 778 569

Notes (continued)

3. Significant accounting policies (continued)

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial asset is derecognised.

Cash and cash equivalents

Cash and cash equivalents comprise cash and bank balances. Bank borrowings that form an integral part of the Council's cash management are included as a component of cash and cash equivalents for the purpose of the statement of cash flows.

Non-derivative financial liabilities

Non-derivative financial liabilities other than financial guarantees are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial liability is derecognised.

Impairment

At the end of each reporting period, the council assesses whether there is objective evidence that a financial asset has been impaired. A financial asset or a group of financial assets is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a 'loss event') has occurred, which has an impact on the estimated future cash flows of the financial assets.

In the case of financial assets carried at amortised cost, loss events may include indications that the debtors or a group of debtors is experiencing significant financial difficulty, default or delinquency in interest or principal payments, indications that they will enter bankruptcy or other financial reorganisation and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if the management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognized in the allowance accounts.

When the terms of financial assets that would otherwise have been past due or impaired have been renegotiated, the council recognised the impairment for such financial assets by taking into account the original terms as if the terms have not been renegotiated so that the loss events that have occurred are duly considered.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised when the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability, which is extinguished or transferred to another party, and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Wagait Shire Council
ABN 65 243 778 369

Notes (continued)

3. Significant accounting policies (continued)

Impairment

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is recognised in profit or loss.

Where the future economic benefits of the asset are not primarily dependent upon the asset's ability to generate net cash inflows and when the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use is determined as the depreciated replacement cost of an asset.

Where it is not possible to estimate the recoverable amount of an asset's class, the entity estimates the recoverable amount of the cash-generating unit to which the class of assets belong.

Where an impairment loss on a revalued asset is identified, this is recognised against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that class of asset.

Employee provisions

Short-term employee provisions

Provision is made for the council's obligation for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

Other long-term employee provisions

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Upon the remeasurement of obligations for other long-term employee benefits, the net change in the obligation is recognised in profit or loss as a part of employee benefits expense.

The council's obligations for long-term employee benefits are presented as non-current employee provisions in its statement of financial position, except where the council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Wagait Shire Council
ABN 65 843 778 569

Notes (continued)

3. Significant accounting policies (continued)

Cash on hand

Cash on hand includes cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

Accounts receivable and other debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from customers for goods sold in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Accounts receivable are initially recognised at fair value and subsequently measured at amortised cost using the effective interest rate method, less any provision for impairment. Refer to impairment policy for further discussion on the determination of impairment losses.

Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows included in receipts from customers or payments to suppliers.

Income tax

No provision for income tax has been raised as the entity is exempt from income tax under Div 50 of the Income Tax Assessment Act 1997.

Provisions

Provisions are recognised when the entity has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of reporting period.

Accounts payable and other payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the council during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

Wagait Shire Council
ABN 65 843 778 569

Notes (continued)

3. Significant accounting policies (continued)

New Accounting Standards for application in future periods

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Council. The Council has decided not to early adopt any of the new and amended pronouncements. The Council's assessment of the new and amended pronouncements that are relevant to the Council but applicable in future reporting periods is set out below:

- **AASB 9: Financial Instruments (December 2010) and associated amending Standards (applicable for annual reporting periods commencing on or after 1 January 2017).**

These Standards will be applicable retrospectively (subject to the provisions on hedge accounting outlined below) and includes revised requirements for the classification and measurement of financial instruments, revised recognition and derecognition requirements for financial instruments and simplified requirements for hedge accounting.

The key changes that may affect the Council on initial application of AASB 9 and associated amending Standards include certain simplifications to the classification of financial assets, simplifications to the accounting of embedded derivatives, and the irrevocable election to recognise gains and losses on investments in equity instruments that are not held for trading in other comprehensive income. AASB 9 also introduces a new model for hedge accounting that will allow greater flexibility in the ability to hedge risk, particularly with respect to the hedging of non-financial items. Should the entity elect to change its hedge policies in line with the new hedge accounting requirements of AASB 9, the application of such accounting would be largely prospective.

This Standard is not expected to significantly impact the Council's financial statements.

- **AASB 10: Consolidated Financial Statements, AASB 11: Joint Arrangements, AASB 12: Disclosure of Interests in Other Entities, AASB 127: Separate Financial Statements (August 2011) and AASB 128: Investments in Associates and Joint Ventures (August 2011) (as amended by AASB 2012-10: Amendments to Australian Accounting Standards – Transition Guidance and Other Amendments), and AASB 2011-7: Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards (applicable for annual reporting periods commencing on or after 1 January 2013).**

AASB 10 replaces parts of AASB 127: Consolidated and Separate Financial Statements (March 2006, as amended) and Interpretation 112: Consolidation – Special Purpose Entities. AASB 10 provides a revised definition of control and additional application guidance so that a single control model will apply to all investees. This Standard is not expected to significantly impact the Council's financial statements.

AASB 11 replaces AASB 131: Interests in Joint Ventures (July 2004, as amended). AASB 11 requires joint arrangements to be classified as either "joint operations" (where the parties that have joint control of the arrangement have rights to the assets and obligations for the liabilities) or "joint ventures" (where the parties that have joint control of the arrangement have rights to the net assets of the arrangement). Joint ventures are required to adopt the equity method of accounting (proportionate consolidation is no longer allowed). This Standard is not expected to significantly impact the Council's financial statements.

Wagait Shire Council
ABN 65 843 778 869

Notes (continued)

3. Significant accounting policies (continued)

New Accounting Standards for application in future periods (continued)

AASB 12 contains the disclosure requirements applicable to entities that hold an interest in a subsidiary, joint venture, joint operation or associate. AASB 12 also introduces the concept of a "structured entity", replacing the "special purpose entity" concept currently used in Interpretation 112, and requires specific disclosures in respect of any investments in unconsolidated structured entities. This Standard will affect disclosures only but is not expected to significantly impact the Council's financial statements.

To facilitate the application of AASBs 10, 11 and 12, revised versions of AASB 127 and AASB 128 have also been issued. These Standards are not expected to significantly impact the Council's financial statements.

- **AASB 2012-3: Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities** (applicable for annual reporting periods commencing on or after 1 January 2014).

This Standard provides clarifying guidance relating to the offsetting of financial instruments, which is not expected to significantly impact the Council's financial statements.

- **Interpretation 21: Levies** (applicable for annual reporting periods commencing on or after 1 January 2014).

Interpretation 21 clarifies the circumstances under which a liability to pay a levy imposed by a government should be recognised, and whether that liability should be recognised in full at a specific date or progressively over a period of time. This Interpretation is not expected to significantly impact the Council's financial statements.

- **AASB 2013-3: Amendments to AASB 136 – Recoverable Amount Disclosures for Non-Financial Assets** (applicable for annual reporting periods commencing on or after 1 January 2014).

This Standard amends the disclosure requirements in AASB 136: impairment of Assets pertaining to the use of fair value in impairment assessment and is not expected to significantly impact the Council's financial statements.

- **AASB 2013-4: Amendments to Australian Accounting Standards – Novation of Derivatives and Continuation of Hedge Accounting** (applicable for annual reporting periods commencing on or after 1 January 2014).

AASB 2013-4 makes amendments to AASB 139: Financial Instruments: Recognition and Measurement to permit the continuation of hedge accounting in circumstances where a derivative, which has been designated as a hedging instrument, is novated from one counterparty to a central counterparty as a consequence of laws or regulations. This Standard is not expected to significantly impact the Council's financial statements.

- **AASB 2013-5: Amendments to Australian Accounting Standards – Investment Entities** (applicable for annual reporting periods commencing on or after 1 January 2014).

AASB 2013-5 amends AASB 10: Consolidated Financial Statements to define an "investment entity" and requires, with limited exceptions, that the subsidiaries of such entities be accounted for at fair value through profit or loss in accordance with AASB 9 and not be consolidated. Additional disclosures are also required. This Standard is not expected to significantly impact the Council's financial statements.

Wagait Shire Council
ABN 65 843 778 569

Notes (continued)

4 **Economic dependence**

During the current year the Council received grants from government departments and the future operations of the Council is dependent upon continued funding from government departments.

5 **Functions**

Components of functions

The activities relating to the Council functions are as follows:

General Public Services: Administrative, legislative and executive affairs, financial and fiscal affairs, general research and general services (also includes Natural Disaster relief).

Public Order and Safety: The division includes outlays on administration and operating services connected with public order and safety within the scope of local government. Such services include fire protection, local emergency services, animal control and impounding, control of public places, control of signage, hoardings and advertising, community policing and probationary matters.

Economic Affairs and Transport: General economic, agriculture and forestry, fuel and energy, other labour and employment affairs and transport and other industries, saleyards and tourism.

Environmental Protection: General environment services.

Housing and Community Amenities: Housing, housing and community development, water supply and street lighting.

Health: Well baby clinics, dental health services and home nursing services, nursing and convalescing home services, immunization, infant nutrition and child health, family planning services.

Recreation, Culture and Religion: Facilities and venues, recreation parks and reserves, culture and religion services, museums and libraries.

Education: Administration, inspection, support, operation etc. of education programs and services.

Social Protection: Council did not provide services under this function for the current and previous year.

4 TIMING AND CONTENT OF FINANCIAL MANAGEMENT REPORTS TO COUNCIL AND THE CEO

Financial Management Reports are prepared monthly for each Council meeting. The Office Manager is to prepare a Finance Report, Grant Report, Payment Register and a Monthly Financial Summary (budget to actual). This last report is to be a detailed report for the end of each quarter (September, December, March and June).

Examples of monthly reports:

FINANCE REPORT – (Example only)

Cash at Bank & on hand						Total
Petty cash						\$400.00
Westpac Operational Account						\$19,317.04
Westpac Cash Management Account						\$838,671.97
Total Cash at Bank & on Hand						\$858,389.01
Debtors	Current	over 30 days	over 60 days	over 90 days		
Trade	\$21,520.58					
Rates	\$16,539.17			\$16,539.17		
Total Debtors	\$38,059.75	\$-	\$-	\$16,539.17		\$38,059.75
Creditors	Current	over 30 days	Over 60 days	Over 90 days		
Trade	\$833.25					
Total Creditors	\$833.25	\$-	\$-	\$-		\$833.25

Wagait Shire Council

GRANT REPORT – Example only

Date Received	Grant	From	Amount	Expended to date	Amount Remaining	Acquittal Due
18/10/2014	Weed Mngt Services	Dept Lands & Environment	\$18,103.34			19 Nov 2015
27/3/2014	ANZAC Protection & preservation of WWII Liberator site	Dept of Chief Minister	\$2,000			30/6/2015

Wagait Shire Council

WAGAIT SHIRE COUNCIL – PAYMENT REGISTER (Example only)

Wagait Shire Council
PMB 10
Darwin NT 0801

Supplier Payments

1/04/2015 To 30/04/2015

11/04/2015 4:44:36 PM Receipt	Address 1	Supplier Tax ID	Page 1 Amount Paid
Airpower	PO Box 848 Palmerston NT 0801		\$4,565.00
Albat Pty Ltd	84 Annaburro Crescent Thri NT 0810		\$1,342.00
Australian Taxation Office (ATO)			\$841.00
Berry Springs Hardware	10 Doris Road Berry Springs NT 0838		\$3.85
Bluestone Motor Inn	1 Paterson Street Tennant Creek NT 0861		\$315.00
Cabcharge			\$89.17
Commifco	74 Castlereagh St Sydney NSW 2000		\$149.80
Double Tree Hilton	82 Barrett Drive Alice Springs NT 0870		\$270.00
Europcar	PO Box 1139 Victoria vic 3043		\$188.34
Fantastic Florals & Gifts	Shop 17 Smith Street Mt Darwin NT 0800		\$380.00
Knots Crossing Resort	Cnr Giles & Cameron Sts Katherine NT 0861		\$118.00
M Kinn & D Harry	PO Box 85 Wagait Beach NT 0803		\$270.00

Wagait Shire Council

Wagait Shire Council

Supplier Payments

1/04/2016 To 30/04/2016

11/06/2015
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Recipient

Page 2

Recipient	Address 1	Supplier Tax ID	Amount Paid
Marka Rural Services	C/- Wagait Supermarket Wagait Beach NT 0822		\$360.00
Media Plus	CMB 1 Darwin NT 08011		\$3,800.00
Northern Territory Government	GPO Box 4388 Darwin NT 0801 Australia		\$75.00
Power Water	GPO Box 3688 Darwin NT 0801		\$3,683.87
Rapco	426 Stuart Highway Winnellie NT 0820		\$38.00
Salvation Army			\$100.00
Super Clearing			-82,108.04
Burline Mercantile & Commercial A	PO Box 1034 Coolalinga NT 0839		\$2,877.40
Teletra Corporation	GPO Box 9901 Melbourne VIC 3001		\$567.18
The Wagaitbar	C/- Anna Greer Wagait Beach Supermarket Wagait Beach nt 0803		\$160.00
Wagait Beach Supermarket	Wagait Tower Rd Wagait Beach NT 0822		\$755.11

Wagait Shire Council

WAGAIT SHIRE – TRIAL BALANCE (Example Only)

Trial Balance				
April 2015				
Account	Debit	Credit	YTD Debit	YTD Credit
Westpac Operational Acct 7026		\$31,606.34	\$19,317.04	
Petty Cash	\$85.75		\$400.00	
Undeposited Funds		\$100.00		\$199.00
Westpac Cash Mgmt Acct 343121	\$0.00		\$838,671.97	
Trade Debtors		\$11,166.93	\$37,629.75	
Less Prov'n for Doubtful Debts	\$0.00			\$3,942.56
Deposits Paid	\$0.00		\$1,440.00	
Buildings at Cost	\$0.00		\$1,917,104.91	
Buildings Accum Dep	\$0.00			\$746,015.00
Motor Vehicles at Cost	\$0.00		\$155,785.01	
Motor Vehicles Accum Dep	\$0.00			\$71,808.14
Plant & Equipment at Cost	\$0.00		\$265,423.92	
Plant & Equipment Accum Dep	\$0.00			\$209,626.74
Office Furniture at Cost	\$0.00		\$171,708.32	
Office Furniture Accum Dept'n	\$0.00			\$148,446.00
Infrastructure at Cost	\$0.00		\$825,633.11	
Infrastructure Accum Dept'n	\$0.00			\$439,667.00
Rates Debtors Clearing Account	\$0.00		\$3,031.37	
Credit Cards 062/831	\$2,954.46		\$340.69	
Trade Creditors	\$2,590.13			\$3,095.26
Sureline		\$0.00		\$286.00
GST Collected		\$5,138.21		\$26,796.58
GST Paid	\$2,366.01		\$23,497.46	
Payroll Accruals Payable		\$0.00		\$6,369.32
PAYG Withholding Payable		\$3,070.00		\$7,114.00
Super Payable		\$514.87		\$2,516.91
Annual Leave Provision		\$0.00		\$13,979.21
Advance Receipts		\$0.00		\$408.00
Excess Phone Bill		\$0.00		\$236.65
Asset Revaluation Reserve		\$0.00		\$343,223.00
Roads Reserve		\$0.00		\$180,000.00
Vehicle Reserve		\$0.00		\$10,000.00
Prior Year's Surplus/Deficit		\$0.00		\$2,008,942.15
Retained Earnings		\$0.00		\$4,493.56
Rates Income		\$0.00		\$191,751.58
Rate Search Income		\$0.00		\$585.46
Rates Interest Income		\$0.00		\$2,283.84
Rates - debt collectors		\$0.00		\$3,070.60
Pensioner Rebate - Rates		\$0.00		\$11,400.00
Grant - General Purpose		\$0.00		\$7,005.00
Grant - NT Operational Funding		\$0.00		\$143,551.00
Grant - Australia Day		\$0.00		\$1,100.00
ANZAC Centenary Grant		\$0.00		\$6,500.00
Roads Grant		\$0.00		\$42,015.00
Grant - Seniors		\$0.00		\$1,500.00
Funding - communication device		\$0.00		\$2,500.00

Wagait Shire Council

**Trial
Balance**
April 2015

Account	Debit	Credit	YTD Debit	YTD Credit
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Funding - Emergency shelter Op		\$0.00		\$15,000.00
Memorial Gardens Development		\$0.00	\$40.00	
Sport & Rec Operational		\$0.00		\$22,195.80
Jetty & Boat Ramp Income		\$0.00		\$745.18
Boat Ramp Contract Income		\$6,255.34		\$45,387.93
Power Water Contract Income		\$3,866.73		\$44,953.54
Community/Health Centre Income		\$0.00		\$6,681.81
Caravan site Income		\$0.00		\$2,120.00
Hire of Plant & Equipment		\$0.00		\$640.91
Miscellaneous Income		\$0.00		\$4.23
Other Income		\$429.70		\$755.83
Accounting Fees	\$0.00		\$12,360.00	
Bank Fees	\$71.07		\$157.41	
Merchant Fees	\$0.00		\$733.27	
Entertainment	\$423.95		\$1,999.38	
Printing & Stationary	\$95.78		\$1,978.30	
Postage	\$12.59		\$561.87	
Administration Fees	\$0.00		\$3,609.02	
general advertising	\$150.00		\$2,100.91	
Telephone	\$606.52		\$6,760.52	
Sat phones	\$0.00		\$1,225.82	
Meeting expenses	\$25.00		\$1,831.00	
Subscriptions & Publications	\$0.00		\$348.00	
Members payments	\$0.00		\$380.95	
Council Election Fees	\$416.46		\$8,681.49	
LGANT Membership	\$200.00		\$1,737.28	
Community & other Orgs support	\$0.00		\$1,172.91	
Travel & Accommodation	\$1,602.11		\$4,838.90	
Cleaning supplies	\$0.00		\$384.46	
ANZAC centenary grant	\$5.13		\$5.13	
Community Recreation Activite	\$354.55		\$1,202.04	
Sports Ground Grant 14/15	\$0.00		\$42,712.01	
Senior week function	\$0.00		\$1,388.30	
NTES Grant	\$0.00		\$33,168.64	
Seniors Christmas Party	\$0.00		\$51.72	
ANZAC Day Grant	\$3,600.00		\$3,600.00	
Insurance	\$0.00		\$18,275.72	
Late Fees Paid	\$0.00		\$63.00	
Meeting expenses	\$0.00		\$66.61	
Consultant Fees	\$0.00		\$5,606.36	
Training	\$669.09		\$2,369.09	
Computer maintenance	\$620.00		\$620.00	

Wagait Shire Council

**Trial
Balance**

April 2015

Account	Debit	Credit	YTD Debit	YTD Credit
Superannuation	\$2,622.91		\$23,677.66	
Wages & Salaries	\$26,825.57		\$244,657.91	
wages Sports & recreation	\$1,828.25		\$20,161.01	
Professional development	\$0.00		\$868.18	
Staff Uniform/ Safety Workwear	\$0.00		\$1,427.31	
Gas supplies	\$0.00		\$577.10	
Electricity	\$3,217.04		\$12,070.15	
Water & sewerage	\$373.85		\$6,574.37	
Pest Control	\$0.00		\$1,400.00	
Residence	\$40.82		\$2,864.76	
Office upgrade	\$0.00		\$671.88	
Repairs & Maint - House&Office	\$0.00		\$2,337.31	
Rep & Maint Community Ctr (W)	\$0.00		\$2,472.70	
Rubbish Dump Maintenance	\$572.73		\$2,863.63	
Repairs & Maint - Ablution Bk	\$0.00		\$209.09	
Gardening & Ground maintenance	\$0.00		\$1,315.86	
Repairs & Maint - Town Site	\$0.00		\$1,203.45	
Safety supply & equipment	\$0.00		\$570.00	
Workshop Vehicles & Equip Main	\$236.00		\$236.00	
Workshop Maintenance	\$81.71		\$5,974.68	
Stores materials & loose tools	\$0.00		\$4,104.21	
Vehicle & Plant Fuel and Oil	\$1,518.68		\$10,870.96	
Vehicle & Plant - maintenance	\$728.73		\$6,695.67	
Vehicle registration	\$0.00		\$1,703.91	
Cleaning Supplies	\$258.28		\$258.28	
Memorial Garden Development	\$0.00		\$310.17	
Jetty/P&W contract expenses	\$0.00		\$1,303.22	
Jetty/P&W maint materials	\$0.00		\$547.28	
Signage	\$0.00		\$380.16	
Sattelite phone expenses	\$0.00		\$120.00	
Sports&Rec activities	\$3.18		\$1,116.93	
Other	\$6,988.18		\$13,530.36	
Interest Income		\$0.00		\$14,451.37
Other Expenses	\$3.59		\$716.28	
Total:	\$62,148.12	\$62,148.12	\$4,793,802.16	\$4,793,802.16

Wagait Shire Council

WAGAIT SHIRE – PROFIT & LOSS STATEMENT (EXAMPLE ONLY)

Wagait Shire Council
PMB 10
Darwin NT 0801

Profit & Loss Statement

July 2014 through April 2015

11/05/2015
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Income		
Rates Income	\$191,751.58	
Rate Search Income	\$585.46	
Rates Interest Income	\$2,263.84	
Rates - debt collectors	\$3,070.80	
Pensioner Rebate - Rates	\$11,400.00	
Grants		
Grant - General Purpose	\$7,005.00	
Grant - NT Operational Funding	\$143,551.00	
Grant - Australia Day	\$1,100.00	
ANZAC Centenary Grant	\$6,500.00	
Roads Grant	\$42,015.00	
Grant - Seniors	\$1,500.00	
Funding - communication device	\$2,500.00	
Funding - Emergency shelter Op	\$15,000.00	
Memorial Gardens Development	-\$40.00	
Sport & Rec Operational	\$22,195.80	
Contract Income		
Jetty & Boat Ramp Income	\$745.18	
Boat Ramp Contract Income	\$45,387.93	
Power Water Contract Income	\$44,953.54	
Community/Health Centre Income	\$6,681.81	
Caravan site Income	\$2,120.00	
Hire of Plant & Equipment	\$640.91	
Miscellaneous Income	\$438.23	
Other Income	\$759.83	
Total Income	\$552,145.71	
Expenses		
Accounting Fees	\$12,360.00	
Bank Fees	\$167.41	
Merchant Fees	\$733.27	
Administration Expenses		
Entertainment	\$1,999.38	
Printing & Stationary	\$1,976.30	
Postage	\$561.87	
Administration Fees	\$3,609.02	
general advertising	\$2,100.91	
Telephone	\$6,760.52	
Sat phones	\$1,225.82	
Meeting expenses	\$1,831.00	
Subscriptions & Publications	\$348.00	
Members payments	\$380.95	
Council Election Fees	\$8,681.48	
LGANT Membership	\$1,737.28	
Community & other Orgs support	\$1,172.91	
Travel & Accommodation	\$4,838.90	
Cleaning supplies	\$384.48	
ANZAC centenary grant	\$5.13	
Community Recreation Activities	\$1,202.04	
Sports Ground Grant 14/15	\$42,712.01	
Senior week function	\$1,388.30	
NTES Grant	\$33,168.84	
Seniors Christmas Party	\$51.72	
ANZAC Day Grant	\$3,600.00	
Insurance	\$18,275.72	
Lets Fees Paid	\$63.00	
Meeting expenses	\$66.61	
Consultant Fees	\$5,808.36	
Training	\$2,369.09	
Computer maintenance	\$620.00	
Employment Expenses		

Wagait Shire Council

PURCHASE CARD STATEMENTS – CREDIT CARD – (Example only)

Michael Campaign – (CEO) and Gary Zikan (Works Supervisor)

Will be seperated in Future reports#

**Wagait Shire Council
PMB 10
Darwin NT 0801**

Bank Register

1/04/2015 To 30/04/2015

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ID#	Src	Date	Memo/Payee	Deposit	Withdrawal
2-1120	Credit Cards 862/831				
c/c	CD	1/04/2015	Thrifty Car Rentals		\$518.14
c/c	CD	7/04/2015	Thrifty Car Rentals		\$171.97
c/c	CD	8/04/2015	Novus Auto Glass		\$100.00
c/c	CD	8/04/2015	Wagait Beach Supermarket		\$109.84
c/c	CD	10/04/2015	Novus Auto Glass		\$650.00
c/c	CD	10/04/2015	Knotis Crossing Resort		\$118.00
c/c	CD	10/04/2015	Adelaide River Inn		\$40.48
c/c	CD	11/04/2015	Barlby Homestead		\$72.65
c/c	CD	11/04/2015	Barlby Homestead		\$3.00
c/c	CD	11/04/2015	Mataranka Roadhouse		\$26.83
c/c	CD	11/04/2015	Eureka Operations		\$55.95
c/c	CD	11/04/2015	Throeways Roadhouse		\$112.58
c/c	CD	11/04/2015	The Elliott Store		\$71.98
c/c	CD	13/04/2015	Cabcharge		\$10.77
c/c	CD	13/04/2015	Cabcharge		\$10.89
c/c	CD	13/04/2015	Caltex Blackall		\$72.41
c/c	CD	13/04/2015	BP Mirven		\$78.94
c/c	CD	13/04/2015	Roma Big Fig Tourist Park		\$135.00
TR000344	CD	13/04/2015	Money Transfer	\$2,000.00	
c/c	CD	14/04/2015	BP Radford Bay		\$52.05
c/c	CD	14/04/2015	Caltex Star, Milas		\$57.25
c/c	CD	14/04/2015	Stradbroke Ferries		\$180.00
TR000350	CD	14/04/2015	Money Transfer	\$3,701.95	
c/c	CD	15/04/2015	Northern Territory Governm		\$78.00
c/c	CD	24/04/2015	Sunferries		\$25.00
				\$5,701.95	\$2,747.48

Wagait Shire Council

5 STATEMENT OF PROCEDURES FOR TIMELY PREPARATION OF ANNUAL FINANCIAL STATEMENTS

END OF YEAR ROLLOVER CHECKLIST

Pre Rollover

- Make sure all journal are entered and posted to GL
- Raise interest to 30 June and post to GL
- Ensure small balance write off is run prior to striking the next rate run if required.
- Run a Property Rates Trial Balance and make sure it balances to GL
- Make sure that all receipting has been entered, reconciled and posted to GL
- *A backup should be done prior to rolling over to the new financial year and placed aside for a period of time*

Rollover to New Financial Year

- Check the values displayed for the Due Dates and Interest Rates and make any required modifications
- Proceed with rollover

As a result of rolling over to the new Financial Year

- All future financial transactions processed, including receipts, will now be processed as the new rating financial year transactions
- All outstanding property balances will now be displayed as arrears.

Wagait Shire Council

6 INFORMATION TO ENSURE PROPER OPERATION OF ACCOUNTING SYSTEM

WEEKLY

Enter suppliers invoices

FORTNIGHTLY

Process Payroll each Tuesday on a fortnightly basis

Pay suppliers after payroll

MONTHLY

Prepare and pay all superannuation monthly

Prepare and pay/refund BAS monthly including PAYGW

GST

- Reports / GL / Transactions / Transactions by Account GST Collected ... Print
- Accept, Payment, Cash Amt "Enter Gross Amount"
- Accept, Finish, Accept, Close

Period end – Customers - Customer BAS

- Print the BAS Allocations Report
- Trans By Acc - Minus the closing balance from the opening balance to get the correct balance.
- Check this balance with the BAS allocation report to ensure they are the same.

Wagait Shire Council

END OF MONTH - SUPPLIERS

- Ensure you have entered all payments, invoices, and credit adjustment notes for the period.

Period End – Suppliers - Transaction Reports

- Print the PURCHASES REPORT.
- Print the PAYMENTS REPORT.
- Print the AGED TRIAL BALANCE.
- REPORTS / FINANCIAL / TRIAL BALANCE (for current period)
- Record the reports
- Balance the BAS Allocation Report to the GST Paid Account in the Transaction by Account Report

PERIOD END / SUPPLIERS / SUPPLIER BAS / BAS UPDATE - Do BAS Update. This procedure will gather all the transactions from the current period and put them into the current BAS period.

7 ADMINISTRATIVE AND ACCOUNTING PROCEDURES, POLICIES, DELEGATIONS OF AUTHORITY

I. INTERNAL CONTROL PROCEDURES

All invoices are to be stamped, date received and initialled by receiver.

Invoices with Purchase Orders are to be placed in Office Manager's tray for approval.

Invoices are entered into MYOB.

A Cash Required listing is printed fortnightly for the Office Officer's approval to pay.

Remittance Advices are printed.

All invoices approved for payment are paid by the Office Officer through Westpac.

Each individual paid Invoice, Purchase Order and Remittance Advice are stapled together and signed by the Chief Executive Officer and President.

II. PERSONNEL AND FINANCIAL DELEGATIONS

Council's Purchasing Policy limits of expenditure within adopted budget areas are currently:

Chief Executive Officer	\$30,000.00
Maintenance Manager	\$5,000.00
Office Manager	\$3,000.00

Wagait Shire Council

Community Recreation Officer \$1,000.00

iii. PURCHASE CARD LIMIT

To be advised.

Wagait Shire Council

iv. CHART OF ACCOUNTS

INCOME – 4- 0000

4-1100	Rates Income
4-1150	Pre Paid Rates 2012/13
4-1200	Rates Search Income
4-1300	Rates Interest Income
4-1305	Rates – debt collectors
4-1800	Late Fees Collected
4-1900	Early Payment Discount
4-1910	Pensioner Rebate
4-1911	Pensioner Rebate – Rates
4-2000	Grants
4-2010	Operational Grant – Admin
4-2013	Grant – General Purpose
4-2014	Grant – NT Operational Funding
4-2020	Federal Assistance Grant
4-2025	Grant – Australia Day
4-2030	Grant – Capital Funding
4-2032	ANZAC Centenary Grant
4-2035	Grant – Sports & Rec
4-2036	Sports Ground Grant 14/15
4-2040	Roads Grant
4-2042	Grant – Seniors
4-2043	Funding – communication device
4-2044	Funding – Emergency shelter Op
4-2050	Roads to Recovery
4-2060	Memorial Gardens Development
4-2070	Wood Chipper Grant
4-2080	Sport & Rec Operational
4-2090	Sports Complex Development
4-3000	Contract Income
4-3100	Wagait Tower Road Income
4-3200	Jetty & Boat Ramp Income
4-3300	Boat Ramp Contract Income
4-3400	Power Water Contract Income
4-3410	Weed Management Contract Income
4-4100	Housing Rental Income
4-4200	Community/Health Centre Income
4-4210	Sports ground income
4-4211	Caravan Site Income
4-4212	Aircraft crash site maintenance
4-4213	Heritage Site
4-4300	Community Events Income
4-4400	Workshop Fees & Charges
4-4405	Hire of Plant & Equipment
4-8000	Miscellaneous Income
4-9000	Fuel Tax Credits
4-9100	Admin Vehicle Maintenance

Wagait Shire Council

4-9105	Other Income
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ASSETS – 1-0000

1-1000	Current Assets
1-1100	Cash On Hand
1-1120	Payroll Cheque Account
1-1140	Petty Cash
1-1180	Undeposited Funds
1-1190	Electronic Clearing Account
1-1200	Savings Funds
1-1210	Westpac Cash Management Account
1-1400	Trade Debtors
1-1400	Less Prov'n for Doubtful Debts
1-1200	Other Assets
1-1200	Deposits Paid
1-2200	Prepayments
1-3000	Property & Equipment
1-3100	Buildings
1-2110	Buildings at Cost
1-3120	Buildings Accum Dep
1-3200	Motor Vehicles
1-3210	Motor Vehicles at Cost
1-3220	Motor Vehicles Accum Dep
1-3300	Plant & Equipment
1-3310	Plant & Equipment at Cost
1-3320	Plant & Equipment Accum Dep
1-3400	Office Furniture
1-3410	Office Furniture at Cost
1-3420	Office Furniture Accum Dep'n
1-3500	Infrastructure
1-3510	Infrastructure at Cost
1-3520	Infrastructure Accum Dept'n
1-9999	Rates Debtors Clearing Account

v. PROCEDURES

RECEIPT AND BANKING OF MONEY

All money is receipted through Receipting at front counter, unless it is a direct deposit into bank account.

Cash, Cheque, EFTPOS and Credit Card Payments are all accepted and receipt at the Front Counter.

At the end of each week (daily during rating month of September) the banking is processed, updated and prepared for the bank.

The banking is checked by the Office Officer and taken to the bank by another officer who is going to town that week.

The Office Officer reconciles the banking to the bank statement weekly.

Wagait Shire Council

PAYMENT OF SALARIES AND WAGES

Timesheets are prepared and signed off fortnightly by the employee and their supervisor. Timesheets are handed to the Office Manager every second Tuesday for processing and payment of wages.

The Office Manager enters the timesheet into Myob Payroll for each employee. Payroll is checked and authorised by the Chief Executive Officer or Office Manager for payment through Westpac.

The timesheets, payroll reports, and Westpac report are all stapled together with a payment voucher to be authorised by the Chief Executive Officer and President or Vice-President or Office Manager.

ALLOCATION OF MACHINERY OPERATING COSTS TO COUNCIL FUNCTIONS

Item	Description	Function	Code
974016	Hino Tipper Truck	Roads	310
963430	Suzuki all Terrial Vehicle	Road	410
953266	Tractor	Parks & Gardens	312
TF8536	Box Trailer	Roads, Parks & Gardens	410

PURCHASE OF GOODS AND SERVICES

A Requisition Form must be completed by the officer requesting goods or services. This is to be authorised by the appropriate Supervisor, taking note of their limits of expenditure and budget amount.

The Requisition Form is placed in the Finance Officer's tray to process a Purchase Order.

The Purchase Order is faxed or emailed to the Supplier.

When the goods or service have been delivered or completed the Invoice is checked and authorised with the Purchase Order by the appropriate Supervisor, and approved or amended.

The Invoice, Purchase Order and Requisition Form are stapled and placed in the Office Manager's tray for payment.

Wagait Shire Council

GRANTING OF CREDIT TO COUNCIL DEBTORS

Council do not generally offer credit to Council debtors, only in such cases as approved by a Council resolution (eg. Reimburing legal fees paid for lease of Council owned land) or agreement from the land owner and Council or Government Agency and Council to mow overgrown blocks.

Wagait Shire Council

R

POLICY TITLE:	COUNCIL RECORDS
POLICY NUMBER:	P10
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	
STATUS: Draft	Council Resolution

Date Approved:	Approved By:	Councillors -- resolution no.	Date for review:	Next Council Election
20.10.2009				
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

PURPOSE:

To identify those records required to be kept by the Council.

POLICY:

The Council shall maintain the following records:

- Minutes of Meetings of the Council
- Minutes of Meetings of Electors
- Register of Interests of members of the Council
- Council's Code of Conduct
- Annual Budgets and amendments thereto
- Annual Financial Statements
- Annual Reports
- Register of all documents executed under Council's Common Seal
- Register of results of elections and polls

EFFECT:

All records kept by the Council shall be easily accessible and up to date.

LEGISLATION:

LG (Admin) Regs 11,12

R

POLICY TITLE:	COMPLAINTS AGAINST COUNCIL, EMPLOYEES & WORK PRACTICES
POLICY NUMBER:	P11
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	
STATUS: Draft	Council Resolution

Date Approved: 19.02.08	Approved By:	Councillors – resolution no.	Date for review:	Next Council Election
Date Approved:	Approved By:		Date for review:	20.01.11, 17.03.09
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

PURPOSE:

To deal with complaints at Council Meetings.

POLICY:

The Council has resolved that:

1. That the public be made aware that any member of the public is entitled to air any grievance at any Council Meeting on the giving of notice to the Chief Executive Officer outlining their grievance.
2. That due to the possibility of litigation verbal complaints to Councillors on Council works or practices or administration will no longer be discussed at Council Meetings.

LEGISLATIVE NOTE:

That Local Government (Administration) Regulations provide for the public to be excluded when dealing with certain matters, including;

- Information about the employment of a particular individual as a member of staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual;
- Information about the personal circumstances of a resident or ratepayer;
- Information that could cause commercial prejudice or unfairness;
- Information that could prejudice the security of the Council, its members or staff.

EFFECT:

To provide for the orderly conduct of Council Meetings when discussing issues that may at times cause conflict.

REFERENCES:

LGA Sec 65, LG 9Admin) Regs 9,10

R

POLICY TITLE:	USE OF COUNCIL FIREARMS
POLICY NUMBER:	P13
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	
STATUS: Draft	Council Resolution

Date Approved:	Approved By:	Councillors – resolution no.	Date for review:	Next Council Election
21.03.07			17.03.09	
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

PURPOSE:

To provide for the control and use of Council firearms in accordance with the requirements of the NT Police Firearms Unit

1. The Council maintains two firearms.
2. The firearms are only to be used in accordance with the conditions of the licence and for the humane destruction of animals as determined by the Works Supervisor or any other authorised person.
3. At all times when not in use the firearms are to be kept locked in the firearms safe located in the Council Office.
4. There are two keys to the firearms safe. The keys are in the custody of the Works Supervisor and Works Employee.
5. The keys to the firearms safe are not to be made available to any person who is not authorised by the Council. To be authorised by the Council that person has to undertake the required training and the Firearms Policy and Recording Unit notified.
6. No person is to have access to or use the firearms unless they are authorised by the Council and fulfil the criteria for the holding of an employee licence.
7. Whenever a firearm is taken from the safe a record is to be made of the date and time taken, person taking the firearm, purpose of use and date and time of return. A copy of the record is to be stored in the safe. A firearm taken from the safe shall be returned as soon as practicable.
8. When a firearm/s is carried in a vehicle it/they must be secured in an appropriate manner. Ammunition for the firearm/s shall be stored in a separate compartment of the vehicle. If the vehicle is left unattended and a firearm is stored in the vehicle, the vehicle must be locked and the firearm must be secured in the appropriate manner and obscured from view.
9. Ammunition for the firearms shall be stored in a separate compartment in the safe.
10. Whenever ammunition is taken from the safe a record is to be made of the date taken, amount taken and purpose of use. A copy of the record is to be stored in the safe.

EFFECT:

To ensure that there is no improper use of Council firearms and licence conditions are complied with.

REFERENCES:

Related Legislation: The Council is the holder of Corporate Licence No. 1023568. The licence is renewable in the October of each year.

R

POLICY TITLE:	PROCEDURES FOR COUNCIL MEETINGS AND COUNCIL COMMITTEE MEETINGS
POLICY NUMBER:	P15
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	
STATUS: Draft	Council Resolution

Date Approved:	Approved By:	Councillors – resolution no.	Date for review:	Next Council Election
20.10.2009			17/02/2011	
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

PURPOSE:

To provide procedures for the conduct of debate at Council Meetings

EFFECT:

The orderly conduct of Council Meetings

1. What some words mean in these procedures:

- “Act” means the NT Local Government Act 2008 (as amended)
- “Agenda paper” means a report that has been prepared for a single agenda item.
- “CEO” means the Chief Executive Officer of the Council
- “Committee meeting” means a meeting of a committee that has been established by the Council.
- “Confidential business” means agenda that is kept confidential from the public because of its nature (for example, staff contracts) and for which the meeting of council must be closed (see part 4 Local Government (Administration) Regulations 2008).
- “Deputation” means a group of persons that wish to speak to the Council at a meeting about a matter.
- “Member” means an elected member of the Council.
- “Officer” means an employee of the Council.
- “Ordinary meeting” means a meeting of the Council that is usually the monthly meeting of the Council and is not a special meeting of the Council.
- “Person” means a person who is not a member of the council.
- “Petition” means a written request, signed by members of the public for Council to support or take some action.
- “Principal Member” means the President or Mayor of the Council or in their absence the appointed deputy.
- “Special meeting” means a meeting of the Council that has been called in accordance with sections 58 and 59 of the Local Government Act 2008.

2. Setting the dates, place and times for ordinary meetings.

- (1) The Council shall pass a resolution which sets the day, the time and the place each month, or every two months, for each ordinary meeting of the Council. The Council may set the same day each month for its ordinary meeting (e.g. the second Tuesday of every month).
- (2) The resolution for the setting of dates is normally confirmed at the first meeting following an election of the Council although it may be changed by resolution thereafter.

3. The order in which agenda is to be dealt with at an ordinary meeting.

- (1) The order in which agenda is to be prepared shall include:
 - (a) A list of the names of the members present at the meeting
 - (b) Apologies from members who have given reasons why that they will not be present at the meeting and those reasons are acceptable to the Council.
 - (c) Members who wish to declare that they have a conflict of interest with any one agenda item at the meeting.
 - (d) A model resolution for council to confirm whether or not the minutes of the previous meeting are a true and correct record of that meeting.
 - (e) Inward correspondence requiring a decision of the council.
 - (f) Officer's reports.
 - (g) Finance report.
 - (h) Agenda items of which previous notification has been given.
 - (i) Questions from members – with or without notice.
 - (j) Petitions/deputations.
 - (k) Confidential business.
 - (l) Confirmation of the date and time of the next meeting.
 - (m) Closure of the meeting.

4. The order of business at an ordinary meeting may be altered for a particular meeting if the members present at that meeting pass a motion to that effect.

5. Agenda papers for ordinary meetings.

- (1) The CEO must prepare and distribute to members, at least five business days before each ordinary meeting and at least four hours before each special meeting, an agenda which complies with the Local Government Act 2008 and include the unconfirmed minutes of the previous meeting.
- (2) Copies of the agenda must be made available to the public at the council office.

6. Notice to be given of agenda items for an ordinary meeting.

- (1) Members shall give notice to the CEO, at least five days before the meeting, of important agenda items for a meeting.
- (2) The notice must be in writing and signed by the member who wished the matter to be considered and the notice may include a petition.

7. Procedures for General Business at an ordinary meeting.

- (1) The CEO or a member may give notice at the beginning of a meeting requesting that matters to be considered during the part of the meeting be set aside and take place during general business.
- (2) Before giving notice, members or the CEO, must have regard to the nature of the matter and whether it requires a decision or is for information only.
- (3) Members must only give notice of matters for decision by Council in the event of the matter not requiring much deliberation.
- (4) Where a matter requires reasonable consideration or analysis the Council shall consider deferring it to the next meeting.

8. Petitions

- (1) A petition may be presented to a meeting of the Council by a member.
- (2) Before presenting the petition, the member must, as far as practicable, become acquainted with the subject matter of the petition.
- (3) The member must state the nature of the petition and then read the petition.
- (4) The petition must be worded in a respectful language.
- (5) Each page of the petition must restate the whole of the petition.
- (6) The signature on a page not complying with subclause (5) must not be taken into account by the council when considering the petition.
- (7) A person must not attach to a petition –
 - (a) A signature purporting to be that of another person; or
 - (b) The name of another person.
- (8) If a petition is presented at a meeting of the Council and was not included in the agenda for the meeting –
 - (a) A person present at the meeting and associated with the petition, may make a statement, explanation, submission or comment regarding the petition only if first invited to do so by the Principal Member; and
 - (b) No debate on or in relation to the petition must be allowed and the only motion that may be moved is that:
 - (i) The petition be received and noted; or
 - (ii) To be referred to a committee or officer for consideration and a report to the Council.

9. Deputations

- (1) A deputation wishing to attend and be heard at a meeting must apply in writing to the CEO not less than 5 clear days before the meeting.
- (2) The application must state why the deputation wishes to attend and be heard.
- (3) The CEO, on receiving the application, must notify the Principal Member of the application.
- (4) The Principal Member must determine whether the deputation may be heard and notify the CEO accordingly.
- (5) The CEO must –
 - (a) Inform the deputation of the Principal Member's determination; and

- (b) If the Principal Member has determined to hear the deputation, arrange a convenient time for the deputation to be heard at a meeting of the Council.
 - (6) Only 2 persons in the deputation may address the meeting unless the members determine otherwise by resolution.
 - (7) A person in the deputation who is addressing the meeting must be temperate in speech and matter and must not use insulting or offensive language.
 - (8) The deputation must be given adequate opportunity and facility to explain the purpose of the deputation.
 - (9) The Principal Member may halt an address by a person in a deputation if –
 - (a) The Principal Member is satisfied that the purpose of the deputation has been sufficiently explained to the members; or
 - (b) The person is severe in speech or manner or uses insulting or offensive language.
- 10. Motions to be dealt with in the order they appear in the agenda papers unless otherwise determined.**
- (1) That Principal Member shall ask members present at the meeting to move motions in the order that agenda items appear in the agenda papers (as well as any other motions that arise during consideration of those items) unless otherwise determined by resolution by Council at the meeting.
- 11. Motions to have a mover and a seconder for debate to commence and members must speak about the agenda item.**
- (1) A member who moves a motion may speak in support of the motion before it is seconded.
 - (2) The Principal Member shall only allow debate on a motion if it is seconded, requesting initially for a member that may wish to speak against the motion and thereafter with members wanting to speak either for or against the motion.
 - (3) A motion that is not seconded must be recorded in the minutes as having lapsed.
 - (4) A member speaking about a motion must confine his or her remarks to the matter being considered.
 - (5) In the event there are no motions to amend the original motion the Principal Member shall put the motion to the vote.
- 12. Motions not be withdrawn without consent**
- (1) When a motion has been moved and seconded, it becomes subject to the control of the ordinary meeting and may not be withdrawn without the consent of members.
- 13. A member may move an amendment to a motion so long as it still relates to that motion.**
- (1) When a motion has been moved and seconded, a member may move an amendment to it.

- (2) A member who moves or seconds a motion must not move or second an amendment to a motion.
- (3) Any amendment so moved, must not negate the intent of the original motion.
- (4) The Principal Member shall rule that any proposed amendment that attempts to negate a motion, or replace an amendment motion with the original motion, is rejected.

14. Council may only deal with one amendment to a motion at a time.

- (1) Once an amendment has been moved, no further amendment can be considered until that amendment is disposed of, either because it lapses, or is seconded and put to the vote.

15. The amendment, if voted on and carried, becomes the motion.

- (1) Once an amendment is put to the vote and carried, the motion as amended, then becomes the motion before the ordinary meeting.
- (2) Following the carriage of an amended motion (and subsequent debate if any), the Principal Member shall put the amended motion to the vote of members present at the meeting.

16. Dealing with further amendments to motions.

- (1) If an amendment to a motion is lost, then further amendments may be considered until a motion is carried (be it the original motion or some variation of it) or all motions are exhausted.

17. Limitation as to the number and duration of speeches

- (1) Except with the consent of members present at the meeting, the mover of an original motion, in his or her opening speech, must not speak for more than ten minutes.
- (2) Except with the consent of members present at the meeting, a member, other than the mover of the original motion, must not speak for more than five minutes at any one time.
- (3) A member, who is the mover of an original motion, has a right of general reply (and may speak for up to five minutes once all debate is completed) to all observations which have been made in reference to the motion and every amendment involved in respect of it.
- (4) A member, other than the mover of an original motion, has a right to speak once to the motion and any amendment proposed to it.

18. Principal Member to maintain order, to decide who can speak first and to have priority when speaking.

- (1) The Principal Member must maintain order, and may, without the intervention of any other members, call any member to order whenever, in his or her opinion, it is necessary to do so.

- (2) If two or more members attempt to speak at the same time, the Principal Member must decide which of the members may speak first.
- (3) The Principal Member may, at any time during the debate on the matter, indicate an intention to speak.
- (4) If the Principal Member indicates an intention to speak, a member speaking or proposing to speak to the debate must be silent until the Principal Member has been heard.

19. Members must address other members and council officers properly at meetings, and may request the Principal Member to bring order to the meeting.

- (1) Members must comply with the adopted Code of Conduct at meetings.
- (2) A member who considers that another member is out of order may call upon the Principal Member to maintain order.
- (3) The call for order must be dealt with immediately, without further discussion, in accordance with a council's code of conduct.

20. How the Principal Member shall deal with calls for order from members.

- (1) Where a member calls for order, the Principal Member must rule on the call be determining whether the comments made by a member are out of order.
- (2) Where the Principal Member rules that a member is out of order on more than three occasions at a meeting the Principal Member may request the member to leave the meeting.
- (3) If the Principal Member decides that any motion, amendment or other matter (including a matter he or she considers is objectionable) is out of order, it must be rejected and not be considered further.

21. Rescinding or altering resolutions

- (1) A resolution of the Council may be altered or rescinded if a notice of motion is carried at a meeting to have the matter dealt with at another meeting, and this is done within three months of the original notice of resolution being passed.
- (2) The CEO shall ensure that any notices of motion, once carried, are included in the agenda for future meetings of the Council.

22. Motions to improve the handling of matters at a meeting

- (1) A member may move a motion to have a matter put to the vote only after the Principal Member has –
 - (a) First queried whether members wish to speak for, or against, the particular motion to do with the matter, and
 - (b) At least two members have had the opportunity to do so.
- (2) If the motion to put a matter to have the vote is lost, debate on the matter must be allowed to continue for at least ten minutes before the presiding member can allow a similar motion for the matter to be put to the vote.
- (3) If the motion to put the matter to the vote is carried, the Principal Member must immediately put the motion to do with the matter to the vote.

- (4) A member may move a motion to have debate on a matter put off to the next Council Meeting and have the Meeting move to the next item of business, and
 - (a) If the motion is carried, the CEO must ensure the matter is included in the agenda for the next meeting; or
 - (b) If the motion is lost, the Principal Member must continue to allow debate on the matter until it is put to the vote.
- (5) A member may move a motion to have a meeting put off for a short period and
 - (a) If the motion is carried, the meeting must continue with the matter before the meeting at the point where it was delayed, and
 - (b) If the motion is lost, the presiding member must not accept a similar motion within 30 minutes after the motion was lost.

23. Member absences from, and attendances at, ordinary and special meetings

- (1) If a quorum of members is not present at a meeting in accordance with clause 64 of the Local Government Act 2008, the Principal Member must postpone the meeting to a date, time and place as the Principal Member thinks fit.
- (2) Members may attend ordinary, special or committee meetings by technological means so long as there are no members of the public in attendance when confidential matters are discussed and undue influence is not exercised over members by members of the public during the meeting.

24. Public Attendance and participation at meetings.

- (1) Members of the public, including journalists, shall be allowed to attend ordinary, special or committee meetings unless Council chooses to close them for confidential reasons.
- (2) A member of the public must not take part, or attempt to take part, in the proceedings of a meeting of the Council unless invited to do so by the Principal Member.
- (3) A member of the public who wishes to ask a question or make a submission or comment must do so in writing to the CEO.

25. The Principal Member is to maintain order when the public is participating in Ordinary, Special or Committee Meetings.

- (1) The Principal Member may invite questions, submissions or comments from members of the public at a meeting of the council but is not obliged to do so.
- (2) If the Principal Member considers a question comment or statement of a member of the public at a meeting of the council is offensive, irrelevant, unduly long or deals with a confidential matter, the Principal Member may rule the matter out of order and proceed to deal with it or the next item of business.
- (3) A question on notice from a member of the public must be included in the agenda for the next meeting of the Council.
- (4) On receiving a comment or submission from a member of the public, the council must:
 - (a) Refer it to a committee
 - (b) Request it be included in the agenda for the next council meeting

- (c) Deal with it under general business at the Meeting of the Council, or
- (d) Note it and take no further action.

26. Procedures for Council Committees

- (1) Committees of Council shall follow the same procedures as provided for Council Meetings unless the committee resolves otherwise.
- (2) Minutes of committee meetings shall be included in the agenda of Council Meetings as recommendations and Council may adopt them in whole, or part, or be simply noted with no further action required.
- (3) When conferring a power or function on a committee the Council shall have regard to its annual budget and plans it has adopted as a basis for providing direction for its committees.

27. Changing these procedures

- (1) The Council may change these procedures by resolution at a Meeting.

POLICY TITLE:	CASH RESERVES POLICY
POLICY NUMBER:	P16
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	GOVERNANCE
STRATEGIC PLAN REFERENCE:	FINANCIAL MANAGEMENT
CORPORATE GOVERNANCE AND PERFORMANCE: Asset and Financial Management Plan to include a 10 year Building Upgrade/Replacement Program	
STATUS: Confirmed	Council Resolution: 2017/34
Date Approved: Tuesday 18 April 2017	Date for review: 2020

SUMMARY

This Policy outlines criteria for the classification of Reserves and establishes the purpose of Individual Reserves.

OBJECTIVE

To promote the sustainable and responsible financial management of Wagait Shire Council through the consistent application of Reserve classifications and identification of individual Reserve funding purposes.

BACKGROUND

Council has limited cash investments of which a portion of those funds are to be set aside for future purposes; for example the replacement of Council's assets, whether they be plant and equipment or infrastructure. Over the term of Council's Long Term Financial Plan, cash backed reserves are used to fund and secure additional external funding required for major capital projects. This is in line with the definition of a sustainable financial strategy:

A sustainable financial strategy is one that allows for the adequate provision for programs (including capital expenditure) and services into the future with the intention that there is a predictable trend in the overall rate burden. The aim of Council's financial strategy is to allow for an equitable distribution of the costs of establishing and maintaining Council assets and services between current and future ratepayers.

POLICY

Classification of Reserves

1.1 Externally Restricted

Reserves that are classified as externally restricted must meet the following criteria:

- There is a legal requirement that governs the use of the funds; or
- If the funds are not utilised for the purpose for which they were received, there is a requirement or obligation to return the funding to its contributor

Council's Reserves that may meet this criteria are as follows:

1.2 Unspent Grants and Contributions

This reserve will hold the balance of unspent grants and contributions received that are subject to specific expenditure requirements. The funds are held in this reserve until expended in accordance with the funding conditions. The grants and contributions held in this reserve are actual funds received and not accruals or debtors raised in lieu of funds to be received at year end.

2.1 Internally Restricted

Reserves that are classified as internally restricted usually have the following characteristics:

- There is no legal requirement that governs the use of the funds;
- The reserve has been established for some internal purpose, however, if that purpose does not eventuate or Council changes its priorities the funding can be diverted to something else

Establishment of Reserves

A reserve will be established for any value if there is a legal requirement to do so or a requirement under the accounting standards.

Generally, internally restricted reserves will not be established for future expenditure for amounts less than \$100,000. Where possible, values less than this should be accommodated within the annual budget.

Establishment of new reserves must be authorised by Council resolution.

Transfer of Funds in and out of Reserves

Subject to a review of the adequacy of reserves, transfers should be limited to the funding of those projects for which the reserve was specifically created for.

For financial management purposes all reserve transfers in and out must be detailed separately with any specific constrained funds for projects identified within each reserve.

All transfers must be authorised by Council resolution.

Assessing Adequacy of Reserve Funds

At least on an annual basis during the preparation of the budget and Long Term Financial Plan, Council will review its forward projections for reserves, borrowings and funding for major projects. All decisions to undertake reserve transfers will take into account projected borrowings and an analysis of the 'best possible use' of available funds.

Internal Borrowings from Reserves

Internal borrowings may only occur from internally restricted reserves and not from externally restricted reserves. In determining whether internal borrowing should occur, the intended purpose of the funds and term of the loan must be considered.

Internal borrowings are subject to the same requirements as external borrowings including:

- Disclosure in Municipal Plan
- May only be undertaken by resolution of Council

Reporting on Reserves

Part 7 (15) (2) (c) of the Local Government (Accounting) Regulations requires the Council to disclose all specific purpose reserves in its annual financial statement.

In addition to this, reserves are reported on as follows:

- A detailed budgeted Statement of Reserves is included in the Municipal Plan and Long Term Financial Plan
- The total balance of reserves is reported in the Statement of Financial Position to Council on a monthly

Implementation and delegation

Implementation

This Policy will be implemented by the Chief Executive Officer.

Delegation Authority

All transfers from reserves including any internal borrowing must be approved by Council by adoption of the budget and budget variations.

Evaluation and review

This Policy will be reviewed once during the term of the Council or as required.

REFERENCES:

Part 7 (15) (2) (c) of the Local Government (Accounting) Regulations requires the Council to disclose all specific purpose reserves in its annual financial statement.

P22

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WAGAIT SHIRE COUNCIL - POLICY MANUAL

P20

WAGAIT SHIRE COUNCIL

FRAUD PROTECTION PLAN

The Wagait Shire Council is committed to protecting its revenue, expenditure and property from any attempt, either by members of the public, contractors, elected members or its own employees, to gain by deceit, financial or other benefits.

Aims of Plan

To protect public funds and other assets, protect the integrity, security and reputation of the Council and its employees and assist in maintaining high levels of services to the community.

To be committed to detecting, investigating and prosecuting individual cases of criminal behaviour, including fraud.

Objectives of Plan

1. Definition of Fraud

For the purpose of this Plan, fraud against Council is described as:

"The willful misuse of Council's resources or using one's position and power for personal gain."

A basic test for fraud could include the following questions:

- Was deceit used?
- Was the action unlawful?
- Did it result in money or other benefits being received to which the person was not entitled?
- Was an attempt made to do this?

2. Council Expectations

Council expects its elected members and staff to maintain a high standard of ethical conduct in all activities, in particular with respect to Council resources, information and authority. The community rightly expects Council to conduct its business in a fair and honest manner.

Council management is responsible for fostering an environment of responsibility which makes asset protection a responsibility of all staff, for issuing clear standards and developing and implanting procedures to minimise the potential for fraud.

All staff are expected to develop, encourage, insist upon and implement sound financial, legal and ethical decision making within their responsibility levels.

Measures to prevent fraud will be continually monitored, reviewed and developed.

Council expects all elected members and staff to be familiar with and act in accordance with Council's Code of Conduct. Unacceptable behaviors and guidelines for appropriate behaviour for staff are contained in the Code. Council expects similar standards from people, agencies or organizations that do business with Council.

Decision making processes are to be as open and public as possible.

Fraudulent conduct breeds in an environment where systems, standards and procedures are open to exploitation. It is in the best interest of asset protection for decision making to be visible and unambiguous to staff, elected members and the community as a whole. Visibility is the corner stone of public accountability.

Asset protection is concerned ultimately with the effective use of resources and minimising waste, mismanagement and fraud. Effective accountability for the use of Council resources helps strengthen the asset protection environment of the Council.

3. Ethics

Ethics is defined as:

"A system of moral principles by which human actions and proposals may be judged good or bad or right or wrong."

Council's Code of Conduct guides members and staff in what is accepted practice and behaviour and sets out ethical standards at a level above the law.

Asset protection goes beyond monitoring the effectiveness of financial controls. It also requires maintaining an ethical climate which encourages all staff to be active in protecting Council's funds and assets, and in reporting any breaches of acceptable standards.

Management must be mindful of their responsibility to foster and develop the high standards of ethical behaviour and commitment to a highly ethical workforce culture.

4. Fraud Prevention

Fraud flourishes in an administrative environment where opportunities exist for waste, abuse and mismanagement. Council believes that an emphasis on fraud prevention rather than fraud investigation will lead to a reduction of these opportunities.

The underlying thrust of Council's Plan on fraud prevention is to encourage the public and staff to understand that fraudulent acts against Council are unacceptable, may constitute a criminal offence and may be prosecuted.

Any effective asset protection strategy must recognize that prompt action needs to be taken when fraud is detected, both to bring the fraud to an end and to discourage others who may be inclined to commit similar conduct.

5. Reporting Fraud

Council supports and upholds the Whistleblower legislation and principles.

This provides protection to people reporting 'public interest information' to the appropriate authority in accordance with the *Public Interest Disclosure Act 2008*.

Adopted By Council: 16 December 2009

Revised by Council:

POLICY TITLE:	WAGAIT SHIRE COUNCIL'S DISPUT RESOLUTION POLICY
POLICY NUMBER:	P21
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	GOVERNANCE
STRATEGIC PLAN REFERENCE:	EFFECTIVE AND EFFICIENT SHIRE MANAGEMENT
ENCOURAGE HIGH LEVELS OF EXPERTISE AND ACCOUNTABILITY OF CEO AND STAFF	
STATUS: Final	

Date Approved:	21.06.2016	Approved By:	Councillors – resolution no. 2016/043	Date for review:	Next Council Election
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

2. PURPOSE:

To inform staff of the grievance process and ensure any disciplinary procedure shall be applied in a consistent, fair and objective manner.

3. ORGANISATIONAL SCOPE:

This policy applies to all employees of Wagait Shire Council.

The Wagait Shire Council may consider issues of staff misconduct and unacceptable performance levels that require disciplinary action.

4. POLICY STATEMENT:

Council is committed to ensuring that staff have access to an appropriate grievance resolution process. This is to ensure that a fair and equitable process is followed and actively encourages employees to follow the process in order to resolve workplace grievances.

5. PROCEDURE

Self-Resolution

A complainant should attempt to resolve the issue directly with the person(s) concerned. The complainant should identify the specific conduct that has caused offence, explain the impact of that conduct on them and request that the conduct stops. This attempt should be made as soon as possible.

If the complainant is not comfortable attempting to resolve the issue directly with the person(s) concerned, or if their attempts to resolve the issue are unsuccessful, they should lodge a written complaint.

Making a Complaint

Written complaints should be made to the complainant's immediate supervisor. If the complaint is about the supervisor, the complaint should be made to the next most senior manager, who will handle the complaint or refer it to another manager at an appropriate level. If the complaint is to be made about the Chief Executive Office of Council, the complaint is to be made to the President of the Council. The complaint should be made as soon as possible.

Complainants should include the following information:

- The complainant's name and contact details
- Details of the specific incident or issue being complained about
- If the complaint is about a person(s), the identity of the person(s) being complained about and their relationship to the complainant
- The remedy/outcome the complainant is seeking
- Action already taken in an effort to resolve the issue

Complainants should be aware that the supervisor handling their complaint will generally need to disclose details of the complaint to the respondent (if there is one) in order to afford them procedural fairness.

Complainants should consider how they would like their complaint to be handled and indicate their preference. There are two options: informal and formal.

Informal: The informal complaint procedure is more appropriate for less serious issues such as interpersonal conflict or the application of Local Government policies and procedures. The informal procedure may also be appropriate where the parties are likely to continue working together.

Formal: The formal complaint procedure is suited to serious issues such as sexual harassment, discrimination or other similar conduct. It may also be appropriate for sensitive matters or where there is a high level of factual dispute. If the complainant would like their complaint handled under the formal complaint procedure, the complaint must be made in writing and copied to the Chief Executive Officer.

The Chief Executive Officer may still take action without a written complaint if it considers a staff member's health, safety or wellbeing is in jeopardy or if the Chief Executive Officer considers that misconduct or serious misconduct may have occurred.

Whilst the Chief Executive Officer will take into account the complainant's preferred option for handling the dispute, the Chief Executive Officer is ultimately responsible for determining which process will be used.

Informal Complaint Procedure

The Complainant's supervisor is responsible for conducting the informal complaint procedure. Under the informal complaint procedure there is a broad range of options for resolving the complaint to the satisfaction of all parties. The supervisor should take action to resolve the complaint within 14 days.

The following list provides possible options for resolving the dispute in accordance with the informal complaint procedure.

- The supervisor meeting with the complainant and respondent (either separately or together) to discuss the issues and explore possible solutions
- The supervisor writing to the complainant and respondent to obtain further information about the complaint and explore possible solutions
- The supervisor requesting approval from the Chief Executive Officer to arrange a mediation or conciliation session
- The supervisor exploring an issue on behalf of the complainant and options to address the issue

If the matter is resolved to the satisfaction of all parties, the matter will be concluded. If the matter is not resolved, the supervisor handling the complaint will determine whether any further action is required. The complainant may also respond if the matter is not resolved.

Information collected during the informal complaint procedure may be provided to the person handling the formal complaint.

Formal Complaint Procedure

The person responsible for conducting the formal complaint procedure is the complainant's supervisor. If the complaint is serious or complex, the matter can be referred directly to the Chief Executive Office. The request can be made by the complainant or by the supervisor handling the complaint.

Part A: Preliminary Inquiry

Before commencing a formal investigation, the supervisor will normally conduct a preliminary enquiry. The purpose of a preliminary enquiry is to:

- Obtain details about the complaint and assess the seriousness of the allegations
- Determine the level of factual dispute
- Assess whether there is sufficient evidence to proceed to a formal investigation

A preliminary enquiry normally involves collecting information from the complainant and the respondent about the complaint. It does not normally involve interviewing witnesses. Where this information has already been collected through the informal complaint procedure, it may not be necessary to conduct a preliminary enquiry. A preliminary enquiry should be conducted within 21 days of the complaint having been made.

The supervisor will consider the information and determine the next steps. A matter should not proceed to a formal investigation or misconduct proceeding if there is insufficient evidence, the matter is not serious enough to warrant a formal investigation or misconduct proceeding or if there is not (or little) factual dispute. The supervisor should notify the complainant of the decision and provide reasons for their decision.

Part B: Formal Investigation

If deemed necessary, the supervisor is to conduct a formal investigation or the Chief Executive Officer can elect to appoint a person from outside Council to conduct the formal investigation.

The role of the supervisor is to collect information about the complaint and make findings about whether the factual allegations are substantiated. The supervisor should focus on determining the facts. The supervisor should not determine outcomes, as this role is allocated to the Chief Executive Officer. A formal investigation should be conducted within 6 weeks of the complaint having been made.

Determination of outcomes

The outcomes of the informal or formal complaint procedure will vary depending on the circumstance.

Some possible outcomes include:

- The parties getting a clear understanding of the issue
- An apology
- A change in working arrangements
- A commitment to change behaviour
- Guidance, counselling or warnings being issued
- Disciplinary action

Under the informal complaint procedure, the supervisor handling the complaint is responsible for determining outcomes through discussion and consultation with the parties. Under the formal complaint procedure, the Chief Executive Officer is responsible for determining outcomes and advising the complainant and the respondent. It may also be appropriate for the supervisor handling the complaint to consult with the Chief Executive Officer about any outcomes which affect the respondent.

A determination of outcomes should occur within 7 days after the conclusion of the complaint procedure.

Variation to Policy

This policy may be varied or cancelled when required.

All employees will be notified by the normal correspondence method of any variation to this policy.

REFERENCES:

Fair Work Act

Local Government Act

POLICY TITLE:	CASUAL VACANCY ON COUNCIL
POLICY NUMBER:	P22
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	GOVERNANCE
STRATEGIC PLAN REFERENCE:	Review of Council Policies and Procedures
CORPORATE GOVERNANCE AND PERFORMANCE: Council shall consist of 7 members throughout its term IAW this policy	
STATUS: Final	Council Resolution: 2017/07
Date Approved: 20 September 2016	Date for review: Next Council Election

SUMMARY

Section 39 of the Local Government Act (the Act) stipulates that Council shall have a policy on the filling of a casual vacancy that occurs within 18 months of the next general election.

OBJECTIVE

This Policy provides clear direction for the filling of a casual vacancy on Council.

POLICY

1. If a casual vacancy occurs within six months of the next general election, Council shall not co-opt a person, provided the casual vacancy has not reduced membership of Council below four members.
2. If a casual vacancy occurs within more than six months and less than eighteen months until the next general election, Council will co-opt a person to fill the vacancy until the next general election.
3. To co-opt a person Council shall:
 - (a). Seek expressions of interest from eligible persons by advertising on the Council website, social media page and in hardcopy format on the council and supermarket notice boards;
 - (b). Council shall consider the list of persons, plus any further names that may be added by Council and select one person to fill the vacancy.

In selecting a person Council shall give due consideration to:

1. The eligibility for membership as per Section 36 of the Act;
2. The length of residence in the community
3. Demonstrated interest in community affairs.

Council may at its discretion ask potential persons to make a short presentation to Council as part of the selection process.

This policy is applicable to all elected members.

REFERENCES:

Local Government Act
Local Government Electoral Regulations

POLICY TITLE:	CARETAKER POLICY
POLICY NUMBER:	P24
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	GOVERNANCE
GOVERNANCE REFERENCE:	LOCAL GOVERNMENT ACT 96
Caretaker mode/period will commence on the close of nomination which is 23 days before polling	
STATUS:	Final

Date Approved: 18/10/2016	Approved By: Moved: Vice President Brad Irvine Seconded: Councillor Alex Richmond	Councillors – resolution no. 2016/091	Date for review: Once during the term of a council	Next Council Election August 2017
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

SUMMARY

This policy is to be adhered to during a *caretaker period* of Council and is relevant for all *major decisions* that may be considered or made by Council.

In respect to the use of Council resources for election campaigning, this policy affirms the relevant provisions of Council's *Code of Conduct for Elected Members* and *Code of Conduct for Employees* in their application during a *caretaker period* just as they apply at any other period. To avoid doubt, this policy has no application to a by-election under section 86 of the Act.

OBJECTIVE

The primary objectives of this policy are to restrict the Council from making major decisions prior to an election that may unreasonably, inappropriately or unnecessarily blind an incoming Council and to prohibit the use Council resources for election campaigning.

This policy is also intended to satisfy the requirement of section 96A (1) of the *Local Government Act* that each council formally adopt by resolution, a caretaker policy governing the conduct of the council and its staff during the period that commences on the nomination day for a general election and ends when the result of the general election is declared.

POLICY

- (1) A council must formally adopt by resolution a caretaker policy governing the conduct of the council and its staff during the period that:
 - (a) commences on the nomination day for a general election as defined in the *Local Government (Electoral) Regulations*; and
 - (b) ends when the result of the general election is declared under regulation 56 of those Regulations.
- (2) The caretaker policy must be made in accordance with any guidelines that the Minister may make.
- (3) If the Minister makes guidelines under subsection (2), the council must formally amend by resolution its caretaker policy so that it complies with the guidelines, as

soon as practicable after the guidelines are made.

This policy recognises that the Minister has presently made no guidelines under section 96A (2) and confirms its obligation under section 96A (3) to formally amend by resolution this policy so that it complies with any guidelines as soon as practicable after they are made.

POLICY QUALIFICATION

Council will not make any *major decision* during the *caretaker period*. However, where the CEO forms a view that extraordinary circumstances prevail whereby Council would be significantly disadvantaged by not making a particular *major decision*, the CEO may submit the *major decision* to Council for its consideration. If Council accepts that it will be significantly disadvantaged by not making the decision, Council may, by resolution, exempt the application of this Policy and make the decision.

Consistent with this statement, the CEO should avoid scheduling a *major decision* for consideration during the *caretaker period* and instead ensure that such a decision is either considered by Council prior to the *caretaker period* commencing or scheduled for determination by the incoming Council. Announcements of earlier decisions may be made during a *caretaker period*: however, as far as is practicable, any such announcements should be made before the *caretaker period* commences or after it has concluded.

DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Council resources:

Any asset or information owned or controlled by Council is a 'Council resource'. Council resources may include:

- a) materials published by Council
- b) facilities and goods owned by the Council
- c) attendance and participation at functions and events
- d) access to Council information
- e) media services
- f) Council staff and contractors engaged by a Council

Advantage:

An advantage will be conferred where a decision allowing the use of Council resources favours one candidate over another. An advantage arises when a candidate utilises resources, information or support that is not available to a candidate in an election who is not an existing Council Member.

Major Decision:

- a) to enter into any contract or lease involving expenditure inclusive of GST that exceeds one per cent (1%) of the annual budgeted revenue in the relevant financial year
- b) to spend unbudgeted monies
- c) to conduct public consultation previously unannounced
- d) to endorse a new policy
- e) to dispose of Council land
- f) to approve community grants

g) progress any matter which is contentious or has been identified as an election issue

But does not include a decision:

- a) relating to the carrying out of works in response to an emergency or disaster; or
- b) relating to expenditure or other decision required to be taken under an existing agreement by which funding is provided to the Council by the Commonwealth or Territory Government or otherwise for Council to be eligible for funding from the Commonwealth or Territory Government;

REVISION DATE

This policy is to be revised once during the term every Council.

REFERENCES:

Local Government Act Section 96A

POLICY TITLE:	ELECTED MEMBERS ALLOWANCES AND EXPENSES POLICY
POLICY NUMBER:	P25
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	GOVERNANCE
STRATEGIC PLAN REFERENCE:	Costs of Governance
CORPORATE GOVERNANCE AND PERFORMANCE: Councillor's allowances to be paid for attendance to a meeting at the level of President \$100, Deputy President \$75 and Councillor \$75.	
STATUS: Draft	Council Resolution

Date Approved: 19/7/2016	Approved By: Moved: President Peter Clee Seconded: Councillor VJ Thorpe	Councillors – resolution no. 2016/060	Date for review:	Next Council Election
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

SUMMARY

Section 71 (1) of the Local Government Act 2011 provides that a "member of council is entitled to be paid an allowance by the council". Section 71 (2) qualifies this by providing that, "the allowance is to be paid at a rate fixed by council (subject to guidelines issued by the Minister) for the relevant financial year". Local Government Guideline No. 2 Allowances for Council Members requires Council to have in place appropriate policy to complement the implementation of the Guidelines.

OBJECTIVE

This Policy provides clear direction and procedures for Elected Member entitlements with respect to allowances and expenses to ensure statutory compliance.

POLICY

For the purposes of Local Government Guideline No. 2 Allowances for Council Members (the Guidelines) Wagait Shire Council is classified as a Category 4 Council. Allowances as per the General Instructions and Guidelines are not appropriate.

Payments to Councillors will be based on meetings attended and are intended to cover

- (a) attendance at Ordinary and Special Council meetings;
- (b) attendance at Council Committee meetings;
- (c) attendance at Council Advisory Committee meetings;
- (d) attendance at Council Workshops;
- (e) attendance at meetings of external agencies or organisations to which Council has formally appointed or nominated through or with LGANT, a representative; and
- (f) attendance at other meetings as a Council representative approved by CEO;

ALLOWANCES

Allowances will be included in the Annual Budget and set by resolution of Council not later than the first meeting in July annually. Allowances must be set in accordance with the guidelines and directions for the following categories: -

- (a) Ordinary Member
- (b) Deputy Principal Member and
- (c) Principal Member

Allowances will be paid monthly in arrears by Electronic Funds Transfer.

REVISION DATE

This policy is to be revised at the first meeting in July 2017 and after the next Local Government Elections or as required by changes to relevant legislation.

REFERENCES:

Policy Number:	
Policy Owner:	Council
Endorsed by:	Council
Final Approval:	
Date Approved:	
Revision Date:	First meeting July 2017
Amendments:	
Related Policies:	
Related Publications:	LG Guideline No. 2 Allowances

CONTACT PERSON:

Deborah Allen
Chief Executive Officer

POLICY TITLE:	WAGAIT SHIRE COUNCIL'S DELEGATIONS MANUAL
POLICY NUMBER:	P26
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	TO PROVIDE OPEN, RESPONSIVE AND ACCOUNTABLE GOVERNMENT AT THE LOCAL LEVEL.
STATUS: Draft	Council Resolution

Date Approved: 16 June 2015	Approved By: Mover: Cr Richmond Seconded: Vice-President Lisa Marie Stones Vote: AIF	Councillors – resolution no. 2015/190	Date for review:	Next Council Election
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	



Delegations Manual

Approved by Council on Tuesday 16 June 2015

Resolution:

Review after next election in 2017

Pursuant to Section 102 of the Act (Delegation by CEO) the CEO has delegated Financial and other delegations to Managers as listed from page 8 onwards of this Manual

**Russell Anderson
Chief Executive Officer**

EXERCISE OF DELEGATED AUTHORITY

Parliament has given its authority for certain acts and undertakings to the Council. In order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business the Council has delegated some of its authority to the CEO.

The CEO in turn may further delegate some of these roles and responsibilities.

The following protocols govern the use of delegated authority.

1. Any exercise of delegated authority is subject to compliance with
 - any relevant provisions of the Local Government Act and Regulations
 - any other legislative requirements
 - any applicable Council policy
 - the relevant provisions of any Council By-law

It is the responsibility of the officer exercising delegated authority to be aware of any restrictions on the exercise of that authority and to comply with the restrictions.

2. Delegated authority should not be exercised where a conflict of interest exists or where it may be perceived to exist.
3. Delegation by the Council to the CEO does not prevent Council itself either from acting itself or revoking or varying the delegation at any time.
4. Delegation by the CEO likewise does not preclude the CEO from acting or revoking or varying the delegation at anytime.
5. Delegation requires judgment. It is not appropriate to exercise delegated authority in all circumstances and some decisions, which may be contentious or attract high public interest or where no clear policy guidelines exist should be referred to the CEO or Council as appropriate.
6. At all times officers exercising delegated authority are required to act reasonably.

DELEGATIONS

DELEGATIONS OF AUTHORITY SECTION 32 OF THE LOCAL GOVERNMENT ACT

CHIEF EXECUTIVE OFFICER

Pursuant to authority delegated to the CEO in accord with Section 32 of the Local Government Act which expressly includes the power to make a further delegation the following powers and functions are delegated subject to compliance with:

- the provisions of the Local Government Act and Regulations as amended and any other legislation relevant to the delegation;
- all and every policy of Council adopted by resolution and current at the time of the exercise of the function herein delegated;
- the provision contained in the any Council By-laws.

The Wagait Council in order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business and responsibilities hereby delegates to the person appointed as Chief Executive Officer pursuant to Section 32 of the Local Government Act the exercise of Council's powers, functions, duties and authorities contained in legislation subject to the limitations specified in section 32 (3).

This delegation shall remain in force until specifically altered or revoked in writing.

PART 1

- (a) The functions of the Council as specified in:
- (i) the Local Government Act, as amended, and Regulations; and
 - (ii) any other Acts under which Council has powers, authorities, duties and functions;
- and
- (iii) Council By-laws.
- (b) The following specific delegations shall be read as additional to, and not in diminution of delegations pursuant to (a) above:

Responsibility & Authority

- i) The Chief Executive Officer is appointed pursuant to Section 100 of the Local Government Act and has the functions, responsibilities and powers provided in that Act and other relevant legislation.
- ii) All Council Officers, either directly or indirectly, are responsible to the Chief Executive Officer for the whole of their duties.
- iii) The following delegations are additional to the functions and responsibilities of the Chief Executive Officer specified in the Local Government Act.

Expenditure

To commit the Council to expenditure on goods and services including plant and equipment provided that that expenditure and those purchases have been provided for in the budget; and to pay accounts for goods and services including plant and equipment purchased on behalf of the Council.

Rates and Charges Pursuant to Chapter 11 of the Local Government Act

Maintain the Assessment Record in accord with Section 152 of the Local Government Act.

Make an apportionment of Rates on behalf of Council pursuant to Section 146 of the Local Government Act.

Take action against a person for the recovery of unpaid rates and charges including tracing charges pursuant to Section 170 and 171 of the Local Government Act.

Sign Certificate of Liabilities pursuant to Section 256 of the Local Government Act.

Debtors

To write off any fees or charges other than rates and charges raised pursuant to Chapter 11 of the Local Government Act to a maximum value of \$400 (subject to compliance with the requirements of Regulation 27 of the Local Government (Accounting) Regulations (this requires a specific resolution of Council to write off unpaid rates or some other debt owed to the Council);

To approve an extension of time to pay any debtor account due to Council including rates and charges raised pursuant to Chapter 11.

Investigation

To investigate the officers of the Council or of any Department or division of the Council when directed or when he deems this to be expedient, and report to Council.

Ombudsman

To make the initial response to enquiries received from the Ombudsman in relation to complaints made to him concerning decisions or conduct of the Council and/or Officers or employees of the Council.

Industrial Relations

To represent the Council in industrial matters.

Training Courses, Seminars & Conferences

To approve attendance by Members of Council at Conferences, Workshops, Seminars and relevant training courses where there are no travel costs or overnight accommodation expenses; and to approve attendance including travel and accommodation by Council delegates to LGANT Meetings held in the Northern Territory and the ALGA National Assembly.

To approve training expenditure for Council staff including attendance at conferences, seminars and workshops.

Discretion

In consultation with the President, to exercise discretion in any matters affecting Policies and Practices of the Council in the interest of practical working arrangements or in special extenuating circumstances. Details of the exercise of this delegation, other than in minor matters, must be included in a report to Council.

Issue of Permits or Notices

To issue dispensations, permits, licences or notices in accordance with any Act, Regulation or By-law subject to compliance with any particular Council policy, and to fix any fees including expiation fees.

Cash Advances

To vary the number and amount of cash advances within any limits prescribed by Council.

Additions and Deductions to Contract

To approve total variations to contracts during the progress of works to a limit of 10% of the total contract sum in aggregate. (excluding period contracts)

Reserve Funds

To transfer funds from the general fund to Reserve or Investment accounts or vice versa (pursuant to section 121) generally in accordance with the Council's budget or any other decision of the Council relating to the use of funds and to exercise discretion in the appropriation of surplus funds to reserves.

Property Owned by the Council

To manage property owned by the Wagait Council including any commercial properties.

Execution of Documents

In conjunction with the President to:

- execute any contracts or other documents requiring the Common Seal;
- execute Instruments of Encumbrance and Applications for a variation of the order of priority to existing documents;
- execute documents relating to easements, leases, licences and permits and affix the Common Seal if required;
- affix the Common Seal to instruments granting consent to Unit Plan Applications where Council has an interest in the subject land.

Annual Report

To prepare the Annual Report.

Information Act

To exercise the Council's powers and undertake its responsibilities pursuant to the Information Act. (Part 14.2)

Signatories – Bank Accounts

To nominate signatories to Bank Accounts.

Disbursement from Authorised Accounts:

Resolved that Council approve that any two of the following positions be required to sign cheques and process electronic disbursements:

- a) the council principal member; or*
- b) the deputy principal member;*
- c) any one of the following, Chief Executive Officer and Office Manager (being members of the council's staff).*

Acting Chief Executive Officer

To appoint an Acting Chief Executive Officer for periods of leave or absence.

Contracts

To execute and sign contracts including employment contracts on behalf of Council.

Professional Advice

To seek professional and legal advice.

Office Hours

The Chief Executive Officer is delegated authority to make minor changes to office business hours.

Authorised Persons

The Chief Executive Officer is delegated authority to appoint authorised persons for the purpose of enforcing the Local Government Act, the regulations or bylaws, any other Act, regulation or by-law of which powers are vested in the Council.

Sub-delegation

(a) Pursuant to Section 102 Council expressly permits further delegation by the Chief Executive Officer to another officer or employee whether by name or by reference to an office, designation or position.

(b) Council may by resolution direct the Chief Executive Officer in the exercise of any function herein delegated.

(c) The Chief Executive Officer shall exercise the function herein delegated in accordance with and subject to:

(i) the provisions of the Local Government Act, as amended, and Regulations as amended and any other legislation relevant to the delegations;

(ii) all and every policy of the Council adopted by Resolution and current at the time of the exercise of the functions herein delegated;

(iii) the provisions contained in the Wagait Council By-laws. (if and when they occur)

PART 2

Subject to:

(1) the following specific activities not being delegated:

The power to:

- (a) levy, make or fix rates, valuations, charges, fees, fares, dues or rents;**
- (b) borrow money;**
- (c) approve an expenditure or money on the works, services or operations of the council not set out in a budget approved by the council;**
- (d) determine allowances;**
- (e) make an application, under this Act, to the Administrator or Minister; or**
- (f) do other prescribed things;**
- (g) the appointment of a Chief Executive Officer;**
- (h) the appointment of an Auditor and determination of the Auditor's fee;**
- (i) the appointment of a Deputy President;**
- (j) the determination of when the Council office is normally open to the public other than minor changes;**
- (k) the determination of a periodic review of electoral representation by Council;**
- (l) the determination of where Council/Committee meetings are held;**
- (m) the establishment of any Council Committee and approval of an appointment to the position of Chairman of any Council Committee;**
- (n) the giving of directions or imposing of restrictions in respect to the calling and conduct of a Special meeting of a Committee of Council;**
- (o) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property;**
- (p) the adoption of a financial statement included in an annual financial report;**
- (k) the review requested by a dissatisfied applicant under Part 11.8 (waiver or default of rates - financial hardship);**
- (l) rating concessions under Section 167 (concessions relating to public benefit);**
- (m) the acceptance of tenders which are required under the Act or Regulations to be invited by the Council;**
- (n) the calling of a meeting of electors to consider a matter in relation to the management of the Council (Part 6.4);**
- (o) the power to make By-laws;**
- (p) any function under this or any other Act, Regulation or By-law, that is expressly required to be exercised by a resolution of the Council.**

Acting Chief Executive Officer

The Acting Chief Executive Officer shall have the authority to act on behalf of the Chief Executive Officer in his absence, to make the necessary decisions and issue the necessary instructions that would otherwise be the responsibility of the Chief Executive Officer while acting for that officer; in discharging the responsibility the Acting Chief Executive Officer will at all times act reasonably.

PART 3 Financial Delegations (Effective from 1st July 2013)

The following financial delegations are made from Council through the CEO to specific officers pursuant to Section 32 of the Local Government Act subject to compliance with all legislative requirements and Council policies and procedures:

<u>Purchase Card Holder</u>		<u>Limit</u>	<u>Individual Transaction</u>
President	Authorise Council transactions as provided in Council budget or voted by Council	\$5,000	Card Limit
Chief Executive Officer	Authorise Council transactions as provided in Council budget or voted by Council	\$10,000	Card Limit
Office Manager	Authorise Council transactions as provided in Council budget or voted by Council	\$5,000	\$2,000
Maintenance Manager	Authorise Council transactions as provided in Council budget or voted by Council	\$5,000	\$2,000
Officer Approving Orders			
Chief Executive Officer	Authorise any transactions as provided in Council budget or voted by Council	Limit	Payment Approval
Office Manager	Authorise any transactions as provided in Council budget or voted by Council	\$100,000	\$100,000
Maintenance Manager	Authorise any transactions as provided in Council budget or voted by Council	\$20,000	\$20,000
It is the responsibility of each Officer individually to ensure availability of funds and compliance with legislative and policy requirements prior to exercising authority under this delegation.			
Note: It is the responsibility of each Officer approving payment of an invoice to ensure that the goods or services have been received			

OFFICE MANAGER

In addition to the general delegation to the Office Manager and any member of staff appointed by the CEO from time to time to act in that position is delegated the following authority:

Expenditure

To commit the Council to expenditure on goods and services including plant and equipment provided that expenditure and those purchases have been provided for in the budget. This delegation is limited to a maximum of the dollar value set forth in the instrument of financial delegation from the CEO and in force at the time funds are committed.

Rates and Charges Pursuant to Chapter 11 of the Local Government Act

Maintain the Assessment Record in accord with Section 152 of the Local Government Act.

Make an apportionment of Rates on behalf of Council pursuant to Section 146 of the Local Government Act.

Remit all or part of any penalty for late payment pursuant to Section 163 of the Local Government Act (where satisfied that there is a satisfactory reason for the late payment or that the payment of the penalty could cause hardship) along with any associated expenses and legal fees.

Take action against a person for the recovery of unpaid rates and charges including tracing charges pursuant to Section 170 and 171 of the Local Government Act.

Investments

Invest surplus funds on behalf of Council pursuant to Section 121 of the Local Government Act.

Commercial Property

To manage Council's commercial property folio including entering into leases and setting rentals.

Records

To determine disposal and archiving schedules for Council records in accord with any legislative requirements and dispose of records in accordance with those schedules.

Cash Advances

To vary the number and amount of cash advances within any limits prescribed by the Council.

Lost or Damaged Property

The decision of disposal of Assets shall be made by the CEO or his delegates in consideration of Council's best interest.

Information Act

To make decisions under Part 3 (Access and Correction Rights) in relation to inquiries about access to information and correcting personal information.

MAINTENANCE MANAGER

The Maintenance Manager and any member of staff appointed by the CEO to act in that position from time to time is delegated the following authority:

Expenditure

To commit the Council to expenditure on goods and services including plant and equipment provided that expenditure and those purchases have been provided for in the budget. This delegation is limited to a maximum of the dollar value set forth in the instrument of financial delegation from the CEO and in force at the time funds are committed.

AUTHORISED PERSONS

The following persons are authorised pursuant to section 112 of the Local Government Act:
Generally in accordance with the Act:-

Chief Executive Officer – (also delegated authority to add to, or vary, the limitations and conditions of appointment or revoke the appointment of authorised persons pursuant to this and other relevant Acts, regulations and by-laws)

Maintenance Manager

Works Services Officer

Rates & Charges Pol.c.

POLICY TITLE:	RATES AND CHARGES POLICY
POLICY NUMBER:	P27
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	TO SEEK TO PROVIDE SERVICES, FACILITIES & PROGRAMS THAT ARE APPROPRIATE TO THE NEEDS OF ITS AREA AND TO ENSURE EQUITABLE ACCESS TO ITS SERVICES, FACILITIES AND PROGRAMS.
STATUS: Draft	Council Resolution

Date Approved: 16.06.2015	Approved By: Moved: Vice President Lisa-Marie Stones Seconded: Cr Alex Richmond Vote: AIF	Councillors – resolution no. 2015/196	Date for review:	Next Council Election
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	



RATES AND CHARGES POLICY

INTRODUCTION

This document sets out Wagait Council's policy for rates revenue, managing annual property rates and charges and the recovery of monies owing to it in a timely and efficient manner in order to finance its operations and ensure effective cash flow management.

All Council rates and charges must be carried out in compliance with the Local Government Act (the "Act") and the Local Government Accounting Regulations (the "Regulations").

OBJECTIVES

1. To set out Council's position in relation to appropriate actions in administering rates and charges and the collection of overdue rates and charges;
2. Ensure a fair, consistent and accountable approach to Council's rate and debt management and collection decisions and practices;
3. Outline the actions that will be pursued;
4. Establish measures which provide equitable support to ratepayers experiencing financial difficulty;
5. Ensure the processes used to recover outstanding rates and charges are clear, simple to administer and cost effective;
6. Quantify a maximum acceptable level of rate arrears.

PRINCIPLES

In general Council will be guided by the principle of user pays in the making of rates and charges so as to minimize the impact of rating on the efficiency of the local economy. Council will also have regard to the principles of transparency in the making of rates and charges, having in place a rating regime that is simple and inexpensive to administer, equity by taking account of the different levels of capacity to pay within the local community and flexibility to take account of changes in the local economy.

Principles used for the levying of rates

In levying rates Council will make clear what is the Council's responsibility in implement the rating system, making the levying system simple and inexpensive to administer and allow flexible payment arrangements for ratepayers with a lower capacity to pay.

Principles used for the recovery of rates and charges

Council will exercise its rate recovery powers in order to reduce the overall rate burden on all ratepayers and it will be guided by the principles of transparency by making clear the obligations of individual ratepayers and the processes used by Council in assisting them meet their financial obligations.

Chief Executive Officer Delegation

The Council delegates to the Chief Executive Officer (CEO) the ability to negotiate longer payment terms (up to 2 years) with ratepayers, if in the CEO's estimation, payment would causes undue hardship.

RATES AND CHARGES

Rates Notice

Council will send rates notices for each allotment at least 28 days before the payment of the rates (or the first instalment of the rates) falls due which is the last week in August with payment due the last week in September.

Ratepayers may pay the current year's rates by four installments for the current financial year. Arrears from previous years must be paid in full before a ratepayer is eligible to commence paying by installments. Installments are due at 30th September, 31st December, 31st March and 31st June.

Pensioner and Carers Concession

Under the NT Pensioner and Carer's Concession Scheme eligible rate payers may receive a rebate on their annual rates and charges if they reside on the property subject of the claim. Concessions on Council rates and charges for persons eligible for a concession under the NT Pensioner and Carers Concession Scheme will be applied in accordance with the conditions set by the NT Department of Health.

Where a person eligible for a concession has not received a rebate on their rates and charges, due to the NT Department of Health not advising Council of their eligibility for the concession, the rate payer should contact the NT Department of Health.

Interest on Unpaid Rates

If rates are not paid by the due date, interest accrues daily on the amount of the unpaid rates at the relevant interest rate; currently 17% per annum until the date payment is made in full.

Reduction of Interest

In cases where a rates notice was not received by the ratepayer due to no fault of their own any interest raised during that period may be reduced.

Initial Recovery Action

Ratepayers are expected to take responsibility for their Council debt obligations and to organise their affairs in such a way as to be able to discharge these obligations when required. If a ratepayer or debtor cannot meet their obligations on the due dates, it is in the interests of the ratepayer and Council for the ratepayer to contact Council at the earliest opportunity to make appropriate arrangements to address the outstanding rates or debt. Where this does not occur, the *Local Government Act (NT) Part 11.9* provides Councils with powers to recover rates which are levied and unpaid. Remedies available to Council include recovery by court action and the sale of the land.

Council will forward a reminder letter, thirty (30) days after the close of the twenty eight (28) day period after rates and charges are due and payable, to all property owners with overdue rates, except property owners where arrangements have already been negotiated and are not in default. The reminder letter will give the ratepayer fourteen (14) days to either pay the outstanding amount (including any interest which has accrued prior to the payment date) in full or to negotiate an instalment arrangement to pay the amount.

For those rates debts which remain unpaid for greater than thirty (30) days after the first reminder letter is issued, a second reminder letter will be issued requiring payment of all outstanding balances or legal action may commence.

Legal Action

For accounts where the amount remains outstanding for thirty (30) days after the second reminder letter has been sent, the debt will be referred to the Chief Executive Officer to authorise recovery action.

The method of recovery action taken will be that which is considered by the CEO to be most beneficial to Council. Such actions may include referral to a Debt Collection Agency, recovery through Small Claims or Magistrates Court proceedings. The size and nature of the debt will be taken into account in selecting the most appropriate means of recovery.

Once legal action has commenced, payment of the debt in full is deemed to include, in addition to the original debt, all interest charges payable plus any legal costs incurred to date by Council in pursuing the debt.

After rates have been in arrears for at least 6 months Council may apply to the appropriate registration authority (Land Titles Office) for registration of the charge over the land for which the charge relates Sec 171(1) Local Government Act.

Alternative Arrangements

Council at the discretion of the CEO accept a composition of other arrangements for unpaid rates on a case by case basis. The CEO may accept applications for payment of rates by instalments from property owners based on their merits. Payment instalment plans should have the effect of liquidating the debt by no later than the end of the current financial year. Interest will continue to be charged on overdue rates which are subject to an instalment payment plan. No premium will be charged for the payment of rates by instalments under such arrangements.

Sale of Land for Rate Arrears

Where a rate remains unpaid for three years or more and an overriding statutory charge securing liability for the rates has been registered for at least the last 6 months and no arrangements to pay exist (or exist and are in default), Council may commence proceedings to sell the property subject to and by virtue of its powers under Section 173 of the *Local Government Act (NT)* following the tabling of a report to Council for a resolution to initiate sale proceedings.

POLICY TITLE:	MEDIA POLICY
POLICY NUMBER:	P28
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	GOVERNANCE
STRATEGIC PLAN REFERENCE:	GENERALLY TO ACT AT ALL TIMES IN THE BEST INTERESTS OF THE COMMUNITY AS A WHOLE
STATUS: Draft	Council Resolution

Date Approved: 20 JUNE 2015	Approved By: Moved: Cr Shenagh Gamble Seconded: Cr Brad Irvine Vote: AIF	Councillors – resolution no. 2015/195	Date for review:	Next Council Election
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	
Date Approved:	Approved By:		Date for review:	

WAGAIT SHIRE MEDIA POLICY

(Including Social Media)



PURPOSE

This document details Wagait Shire Council's (Council) procedures and directives regarding the use of and interaction with media and social media by elected members.

Council recognises the importance of the media in keeping the community informed, getting feedback on important issues and ensuring Council operates in a transparent and open way.

This policy acknowledges the important news gathering role of traditional media as well as the growing role of social media.

The objective of this Policy is to provide guidance to elected members and the media as to who is authorised to speak to the media, parameters on what can be released to the media and when.

GUIDING PRINCIPLES

The procedural statement and directive in this document adhere to:

- Effective two-way communication with the community and other stakeholders that helps Council achieve its broader objectives in providing municipal services
- Timely and accurate dissemination of information that the community needs to understand Council's role and services
- Professional and accountable media relations that ensures the media is able to do its job effectively while not compromising Council's legal and ethical responsibilities
- Coordinating risk management practices
- Ensuring appropriate accountability by users
- Targeted and cost-effective communication, thereby minimising cost to Council.

DEFINITIONS

Traditional media may include (but is not limited to):

- Printed (newspapers, newsletters, magazines)
- Broadcast (radio, digital radio)
- Online (online news sites, blogs)
- Televised (TV news, programs)

Social Media may include (but is not limited to):

- social networking sites (eg Facebook, Myspace, LinkedIn, Bebo, Yammer)
- video and photo sharing websites (eg Flickr, Youtube)
- blogs, including corporate blogs and personal blogs
- blogs hosted by media outlets (eg 'comments' or 'your say' features)
- micro-blogging (e.g. Twitter)
- wikis and online collaborations (eg Wikipedia)
- forums, discussion boards and groups (eg Google groups, Whirlpool)
- vod and podcasting
- online multiplayer gaming platforms (eg World of Warcraft, Second life)
- instant messaging (including SMS)
- geo-spatial tagging (Foursquare)

PROCEDURAL STATEMENTS

Exceptions:

- There are no exceptions to this procedural statement and directive.

Applicability:

- This procedural statement and directive applies to all Council employees, elected members and contractors.

Procedures:

- Pursuant to *Section 43 of the Local Government Act*, the role of the President is to speak on behalf of Council as Council's principal representative. The President will be the principal spokesperson for Council's issues. Should the President be unavailable the Chief Executive Officer is the spokesperson or will designate an appropriate senior Council officer. The Vice-President may also be the spokesperson in that absence.
- Elected members are under no obligation to seek permission from, or to advise the Chief Executive Officer or the designated officer of any attempt to gain media attention for themselves. However elected members are requested to inform the Chief Executive Officer or the designated officer out of professional courtesy.
- Issues of an operational nature should be directed to the Chief Executive Officer in the first instance. All comments made via the media (traditional and social) are in the public domain, thus sound judgement and professionalism should be exercised when engaging with media. Comments must comply with all relevant Council policies and values.
- Views expressed by elected members should be clearly identified as their own, either personal or professional. Comments should be in line with relevant Council policies and not at any time bring the reputation of Council into disrepute.

Business related use of all media:

- As a general principle, only the President or the Chief Executive Officer make official comments on behalf of Council to the media (both traditional media and social media).
- All media statements and official comment made on behalf of Council shall reflect the decisions made by Council as stated in its adopted resolutions or the positions taken by Council as articulated in its strategic and policy documents.
- Personal comments are not represented as the view of Council and this should be identified.

Personal use of social media:

- Elected members need to be aware that as Community representative their personal or professional site may be viewed as a public site, especially when reference to the elected member's position is present. Therefore when expressing a personal view this should be identified and care taken not to show disrespect for the Council, its decisions, decision making process or other elected members and staff.

Social Media material:

- The Council's website remains the Council's primary and predominant online presence.

Elected members using social media must:

- Only disclose and discuss publicly available information.
- Ensure postings should be professional and designed to aid in the dissemination and promotion of Council information to public.
- Ensure that all content published is accurate and not misleading and complies with Council's Codes of Conduct for elected members, policies and Portable Storage Device and confidentiality pursuant to the *Local Government Act*,
- Avoid the use of Council images (such as photo, video, logos and so on) unless it is a promotional poster or item. If an image is used it should be low resolution and not contravene council's or the owners copyright.
- be polite and respectful to all people with whom they interact; and
- adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws,

Those using social media must not:

- Post material that is offensive, disrespectful of colleagues, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes

copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful;

- Use the identity or likeness of another elected member or employee of Council;
- Use or disclose any confidential information obtained in their capacity as an elected member;
- Make any comment or post any material that might otherwise cause damage to a colleague or to Council's reputation or bring it in any way into disrepute.

Reasonable/ unreasonable use of Social Media:

- Use of media or social media during the conduct of Council meetings is not permitted.
- Council resources shall not be used to access or post any material that is fraudulent, harassing, threatening, bullying, embarrassing, sexually explicit, profane, obscene, racist, sexist, intimidating, defamatory or otherwise inappropriate or unlawful.

Legal consequences:

- Council may be held liable for statements made by an authorised elected member commenting in an official capacity on behalf of Council, no matter the media platform.

Failure to Comply:

- Failure to comply with these procedures may result in disciplinary action and the recovery of any costs incurred by the Wagait Shire Council.

LEGISLATION BASE

Local Government Act and

Privacy Act

6. ASSOCIATED DOCUMENTS

Codes of Conduct for Elected Members

7. ASSOCIATED FORMS/RECORD KEEPING

Nil

Note: *Portable Storage Device (PSD): a portable device designed to store digital data. In this document the term includes any laptop computer, small external device such as a USB stick, digital camera, mobile phone or any other portable device that contains identifiable information.*

POLICY TITLE:	WAGAIT SHIRE COUNCIL'S AUDIT COMMITTEE TERMS OF REFERENCE
POLICY NUMBER:	P29
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	GOVERNANCE
STRATEGIC PLAN REFERENCE:	EFFECTIVE AND EFFICIENT SHIRE MANAGEMENT
STATUS: Approved	Council Resolution

Date Approved:	19.5.2015	Approved By: Moved: President Peter Clee Seconded: Cr Alex Richmond Vote: AIF	Councillors – resolution no. 2015/185	Date for review:	Next Council Election
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

AUDIT COMMITTEE TERMS OF REFERENCE

1. ESTABLISHMENT

The Audit Committee (the Committee) is established as an advisory committee to the Council in accordance with the Local Government Act Part 4, and section 10 (3) of the Local Government (Accounting) Regulations.

10. Internal Controls

- (1) *The CEO must establish and maintain internal controls to:*
- (a) *safeguard the assets of council; and*
 - (b) *ensure the accuracy, completeness and reliability of the accounting data; and*
 - (c) *promote the efficiency of the Council; and*
 - (d) *ensure compliance with relevant laws in force in the Territory;*
 - (e) *ensure adherence to Council policies.*
- (3). *Without limiting subregulation (1), the CEO must establish and maintain an audit committee:*
- (a) *to monitor:*
 - (i) *compliance by the council with proper standards of financial management; and*
 - (ii) *compliance by the Council with these regulations and Accounting standards; and*
 - (b) *whose chairperson must not be a member of Council or a member of Council's staff.*

2. OBJECTIVE

The Committee is to provide independent assurance and assistance to the Wagait Shire Council (the Council) and the Chief Executive Officer on:

- The internal control processes on the effectiveness of the financial and corporate governance practices;
- Compliance with legislative and regulatory requirements.

3. AUTHORITY

With consideration of legal and confidentiality implications the committee is authorised, within the capacity of its role and responsibilities, to:

- Obtain any information it requires from any employee and/or external party.
- Discuss any matters with the external auditor, or other external parties.
- Request the attendance of any employee at committee meetings.

- Obtain external legal or other professional advice, as considered necessary to meet its responsibilities.

4. MEMBERS AND TENURE

The Committee consists of:

- Two Councillors.
- One Community Member, whom should have local government and accounting experience.
- The council shall appoint a chairperson from the committee nominees who is neither a councillor nor a staff member, and should have local government and accounting experience.
- The Council shall appoint Councillors to this Committee bi-annually and the Community Member shall be appointed for the term of Council.
- The CEO and Office Manager will attend meetings but will not be members of the committee.

5. VOTING RIGHTS

Each committee member will have an equal voting right. In the event of a tied vote the Chairperson is entitled to a deciding vote.

The CEO and Office Manager will not be entitled to a vote

6. KEY RESPONSIBILITIES

The audit committee is an advisory committee only. It has no power or authority to override, amend or contradict council decisions and policies.

The Committee will undertake the following functions:

- Oversee the internal audit function including development of audit programs with reference to the conduct of internal audits by appropriately qualified personnel, the monitoring of audit outcomes and the implementation of recommendations.
- Review quality of annual financial statements and other public accountability documents (such as annual reports) prior to their adoption by the Council.
- Review management's responses to external audit recommendations and monitor implementation of the agreed recommendations.
- Meet with the external and internal auditors at least once each year to receive direct feedback about any key compliance issues, and to provide feedback about the auditor's performance.
- Review and provide advice on Council's finance, governance and employment policies.
- Advise the Council about the appointment of external auditors.
- Assess the adequacy of audit scope and coverage.

7. REPORTING

The Committee will regularly report on its operation and activities, including:

- A summary of the key issues arising from each meeting of the committee.
- Annually, an overall assessment of the Council's control and compliance framework, together with a summary of the work the committee performed in conducting its responsibilities during the preceding year.
- The committee will make recommendations and report to Council.
- Information in the annual report regarding the activities of the Audit Committee. The information will include, number of meetings, Committee Membership, principal activities including reviews and audits.
- Information will be provided on Council's website which includes members, terms of reference, and draft minutes of meetings in accordance with Section 67(4) of the Local Government Act.

8. WORK PLAN

A Work Plan for the audit committee will be prepared which sets out work to be carried out by the committee in the short, medium and long term. The work plan will be reviewed annually by the Committee as part of the review of the Terms of Reference.

9. MEETINGS

The Committee will meet up to 4 times per year and a special meeting may be held to review the Council's Annual Report including financial statements.

A forward meeting plan, including meeting dates and agenda items, will be agreed to by the Committee each year and will address items listed in the Work Plan.

A quorum will consist of a majority of Committee Members.

10. SECRETARIAT

Secretariat support will be provided by the CEO.

The CEO will ensure that adequate secretarial support is provided to the committee.

The secretariat will prepare and distribute an Agenda and supporting documentation for each meeting. These should be provided at least 3 working days prior to the meeting.

Minutes of the meetings will be taken and provided to the committee members within 3 working days of the meeting.

11. CONFLICT OF INTERESTS

In accordance with Section 74(1) of the Local Government Act, committee members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. All details of any conflict of interests are to be minuted.

If members or observers at a Committee meeting are deemed to have a real or perceived conflict of interest, they are to be excused from Committee discussions on the issue where the conflict of interest exists.

12. CONFIDENTIAL AND IMPROPER USE OF INFORMATION

Committee Members will from time to time deal with confidential reports. Section 75 of the Local Government Act outlines the penalties applicable to people who disclose confidential information acquired as a member of a Council committee. Section 76 of the Local Government Act states that a person who makes improper use of information acquired as a member of a Council committee is guilty of an offence.

13. DUE DILIGENCE AND INDUCTION

All proposed and new members of the Committee will be entitled to receive relevant information and briefings prior to their appointment.

14. ASSESSMENT OF COMMITTEE

The chair of the committee and the CEO will initiate a review of the performance of the committee at least once every two years. The review will be on an internal assessment basis with appropriate input from the Council, CEO and senior managers, internal and external auditors, and any other relevant stakeholders.

15. REVIEW

These Terms of Reference and Work Plan will be reviewed on an annual basis by the Committee.

The committee will recommend any substantive changes to the Council for consideration.

WORK PLAN.

Timing of Meetings.

The committee Members have agreed that there should be a meeting held in early February, mid-May and early October.

The date and timing of each meeting will be determined to suit the majority of the members.

Program of Work.

Short term (to be carried out annually)

- Review of Strategic Plan and Annual Plan Financial Statements.
- Review of September and December Quarterly budget reviews
- Review draft Annual Report and Financial Statements.
- Meet with Council auditors and review and assess annual audit and auditor's opinion.
- Review committee Terms of Reference and Work Plan

Medium Term (to be carried out during the term of the Council)

- Review finance, governance and employment policies.
- Recommendations on new policies

Long Term (To be raised and considered as required and taking into consideration Legislative requirements, critical incidents and unacceptable risk as identified by the CEO).

- Asset plans
- Critical Risk analysis.

POLICY TITLE:	WAGAIT SHIRE COUNCIL'S PRIVACY POLICY
POLICY NUMBER:	P30
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	GOVERNANCE
STRATEGIC PLAN REFERENCE:	Effective leadership and governance
CORPORATE GOVERNANCE AND PERFORMANCE: Provide systems of council governance and service delivery that are financially sustainable, accountable, equitable and efficient	
STATUS:	Approved

Date Approved:	19.5.2015	Approved By: Moved: Vice-President Lisa Marie Stones Seconded: Cr Kurt Noble Vote: AIF	Councillors – resolution no. 2015/187	Date for review:	Next Council Election
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

2. PURPOSE:

In line with the Northern Territory Information Act, the Wagait Shire Council considers the privacy of all personal information to be an integral part of its commitment towards information accountability

To meet the information privacy principles (IPPs) set out in the Information Act, in relation to the management and handling of personal information within the public sector.

3. ORGANISATIONAL SCOPE:

This policy applies to all employees, elected members, contractors and volunteers of Wagait Shire Council.

This policy covers all personal information held by Wagait Shire Council, that is, information, or an opinion about an individual, whose identity is apparent, or can be reasonably ascertained, from that information or opinion. This includes information we have collected in any format including correspondence, in person, over the phone, and over the Internet. The policy also covers personal information that we have sourced from third parties.

4. POLICY STATEMENT:

4.1 A general statement outlining Council's position on the handling of personal information will be used at all points of collection and all outgoing correspondence that may request personal or health information. This will include Wagait Shire Council's web site, advertising material, standard forms and correspondence requesting personal or health information

4.2 Forms collecting information that is to be used for a specific purpose will include a privacy statement on the form including the purpose of collection

4.3 Council's privacy statements will be published in the relevant publications (e.g. forms, websites), confirming Council's commitment to the information and health privacy principles.

5. DEFINITIONS:

Personal Information – means information or an opinion (including information or an opinion forming part of a database), whether true or not about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion, but does not include information about an individual who has been dead for more than 30 years

IPPs – Information Privacy Principles. Set of principles that regulate the handling of personal information

Sensitive Information - personal information or an opinion about an individual's

Race or ethnic origin; or

Political opinions; or

Membership of a political association; or

Religious beliefs or affiliations; or

Philosophical beliefs; or

Membership of a professional trade association; or

Membership of a trade union; or

Sexual preferences or practice; or

Criminal record

6. PRINCIPLES:

The Wagait Shire Council will manage personal information as outlined in the following principles

6.1 Collection

6.1.1 The Wagait Shire Council will only collect personal information that is necessary for specific and legitimate functions of Council. Information will be collected by fair and lawful means

6.1.2 Council will advise individuals, where possible, of the purposes for which their personal information is being collected, and of those third parties to whom the information is usually disclosed

6.1.3 Sensitive information will only be collected where the individual has consented or collection is required or permitted by law.

6.1.4 Sensitive Information (as defined in this policy) will be treated with the upmost security and confidentiality and only used for the purpose for which it was collected.

6.2 Use and Disclosure of Information

6.2.1 The Wagait Shire Council will not use or disclose information about an individual other than for the primary purpose for which it was collected unless one of the following applies:
It's for a related purpose that the individual would reasonably expect;
Where Council have the consent of the individual to do so;
As required or permitted by the Information Act or any other legislation.

6.3 Data Quality

Council will take reasonable steps to ensure that all personal information collected, used or disclosed is accurate, complete and up to date.

6.4 Data Security and Retention

6.4.1 Council will take all reasonable measures to prevent misuse or loss or unauthorised access, modification or disclosure of personal and health information

6.4.2 Personal information will be managed confidentially and securely and destroyed or archived in accordance with the General Disposal Schedule

6.4.3 Council will monitor and implement reasonable and appropriate technical advances or management processes, to provide an up to date ongoing safeguard for personal information

6.5 Openness

6.5.1 The Wagait Shire Council's Privacy Policy will be available on its website or on request at Customer Service Centres.

6.6 Access and Correction to Information

6.6.1 Individuals have a right to request access to any personal information held about them, and may request any incorrect information be corrected

6.6.2 Council may decide not to allow access to personal information in accordance with the exemptions contained within Information Act

6.6.3 The process for requesting access to recorded personal information, i.e. documents, is through a Freedom of Information application

6.7 Unique Identifiers

6.7.1 Council will not assign, adopt, use, disclose or require unique other identifiers from individuals except for the course of conducting normal business or if allowed or required by law

6.8 Anonymity

6.8.1 Council will, where it is lawful and practicable, give individuals the option of not identifying themselves when entering into transactions with council

6.8.2 Council will ensure that individuals are aware of all, if any, limitations to services if the information required is not provided.

6.9. Transborder Data Flows

6.9.1 The Wagait Shire Council will only transfer personal information outside of the NT in accordance with the provisions outlined in the Information Act.

6.10 Sensitive Information

6.10.1 The Wagait Shire Council will not collect sensitive information unless an individual has consented or collection is required or permitted by law, or when necessary for research or statistical purposes as permitted under the Information Act

7. The Role of the Information Privacy Officer and Committee

7.1 The Council's Chief Executive Officer is responsible for appointment of the Wagait Shire Council's Privacy Officer and Committee

7.2 The Privacy Officer is required to inform all Council officers of their obligations under the Information Act and to handle difficult enquiries, complaints or adjustments concerning personal or health information

7.3 The Privacy Officer is required to maintain all documentation relating to the management and implementation of the Information for the Wagait Shire Council

7.4 The Privacy Officer has discretion to apply normal photocopying or administrative charges for information requested

7.5 Requests for personal information will be dealt with by Council Officers in accordance with Council's customer service standards and Information Privacy Policy

7.6 Complaints are to be addressed to Council's Privacy Officer in the first instance. Upon receipt of a complaint the Privacy Committee will be notified and Council's Complaints Manager will review the case. If the complainant is not satisfied with Council's response they may approach the Northern Territory's Privacy Commissioner for resolution.

7.7 Requests for information must be managed by the Privacy Officer in accordance with the Freedom of Information Act

7.8 The Privacy Committee is responsible for the annual review of the Privacy Policy and for the approval of privacy statements

8. PERIOD COVERED BY THE POLICY

This Policy is adopted and applies for the term of the council, unless amended by resolution.

REFERENCES:

Local Government Act

POLICY TITLE:	COUNSELLING, DISCIPLINING AND DISMISSING EMPLOYEES
POLICY NUMBER:	P31
CATEGORY:	HUMAN RESOURCES
CLASSIFICATION:	GOVERNANCE
STRATEGIC PLAN REFERENCE:	1.1 ADMINISTRATION AND SERVICE FACILITIES
CORPORATE GOVERNANCE AND PERFORMANCE: Performance and work plans	
STATUS: APPROVED	Council Resolution: 2017/14
Date Approved: 21/02/2017	Date for review: January 2018

SUMMARY

The Wagait Shire Council may consider issues of staff misconduct and unacceptable performance levels that require disciplinary action. Disciplinary procedure shall be applied in a consistent, fair and objective manner.

OBJECTIVE

To ensure that the processes and outcomes of disciplinary procedures are in accordance with the relevant Territory and Federal laws and the Local Government Industry Award. To ensure that the principles of natural justice apply to the process.

POLICY

It is recommended to seek legal advice from an accredited entity such as WALGA before disciplinary action is taken.

Problem Resolution/Mediation

The following problem resolution framework has been implemented for those employees with a desire to resolve matters as responsible employees:

All employees will be invited to discuss matters with their respective supervisor or co-worker openly and positively. If matters cannot be resolved efficiently and professionally, the employee wishing to resolve the matter may contact the Chief Executive Officer (CEO) for assistance. The CEO may see the parties individually, or as a group, to mediate and resolve any outstanding matters. Where a resolution fails to evolve, the services of counselling and mediation consultants will be used.

During the course of the resolution, both parties may seek guidance and support from a peer or union representative. These people have no influencing or implementation power other than to assist the process through its natural course.

All stages must be documented and file notes provided to all parties involved and accessible by those concerned by contacting the CEO.

Employee Misconduct and Consequences

Employees are expected to act in a suitable manner at all times. Certain rules of conduct and behaviour are set out in the Code of Conduct.

Failure to follow these rules may result in disciplinary action, from a written warning to termination, depending on the severity of the offence. Any disciplinary action will be recorded in employees personnel file, and will be taken into consideration when conducting performance reviews.

Below is a list of some violations or events that can result in disciplinary action, but it should not be considered all-inclusive. The CEO has the discretion to review this list or its interpretation:

- removing or misplacing Council property or equipment, client records or Council documentation without prior approval
- destroying or damaging any Council property
- any violation of any Council policy or procedure as outlined in any policy or guideline
- falsification or misrepresentation of qualifications or experience whilst employed
- failure to follow the rules and responsibilities as outlined by management or immediate supervisor
- inappropriate consumption of alcohol or any controlled substance during work hours
- misrepresentation of the prime directive as outlined in the Council documents and plans
- consistent absence from work without proper cause and documentation
- consistent lateness without proper cause or documentation

Disciplinary Procedures

Breach of Discipline

An employee is guilty of a breach of discipline if they:

- behave in a manner that is liable to bring the Council into disrepute
- disobey or disregard a lawful instruction
- are negligent, careless, inefficient or incompetent in the discharge of their duties
- are absent from duty except
 - on authorised leave; or
 - with reasonable cause
- commit any other act of misconduct, or conduct him/herself in a manner inconsistent with the duties and responsibilities of the position held by the employee

Complaint Procedure

Any complaint received that an employee has committed a breach of discipline will be forwarded to the Chief Executive Officer, who will ensure that the employee is notified of the complaint within 24 hours.

The Chief Executive Officer may suspend an employee where a complaint has been made, with pay.

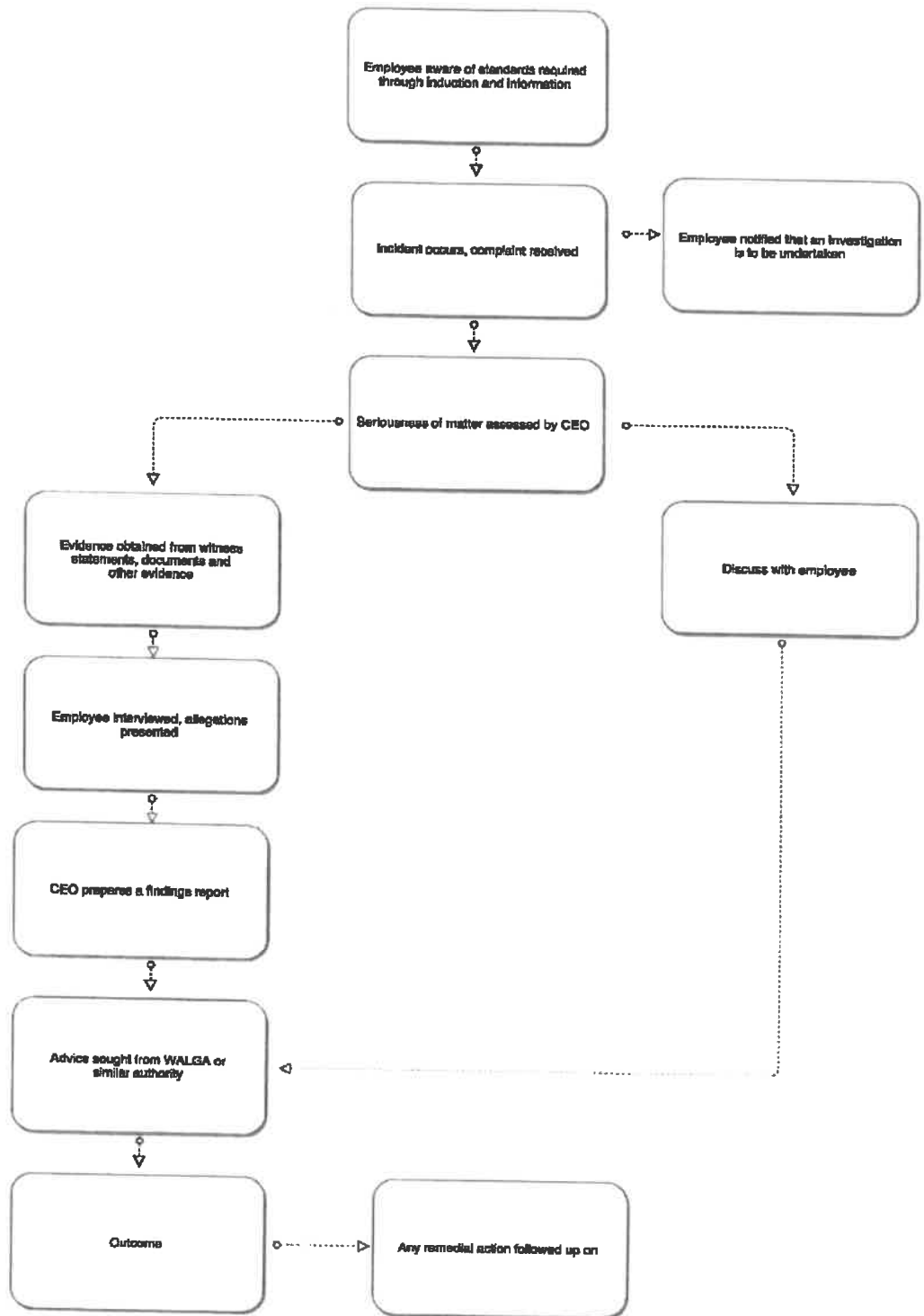
Resolution Process

- A review shall be started within 2 working days of receiving a complaint.
- Relevant information shall be collected in relation to the complaint, such as interviewing witnesses and other documentation and finalised within 7 working days of the start date.
- The employee shall be given a written copy of the complaint and/or allegation(s) against him/her together with any other material necessary to enable the employee to respond to the complaint/allegation.
- The employee shall be given the opportunity to make written representations or, if approved, oral representations with respect to the matter within 7 working days of receiving a written copy of the complaint.
- Employees may be accompanied during any interview by a representative.
- A report containing the findings will be prepared by the Chief Executive Officer within 7 working days of receiving the employee's representation.

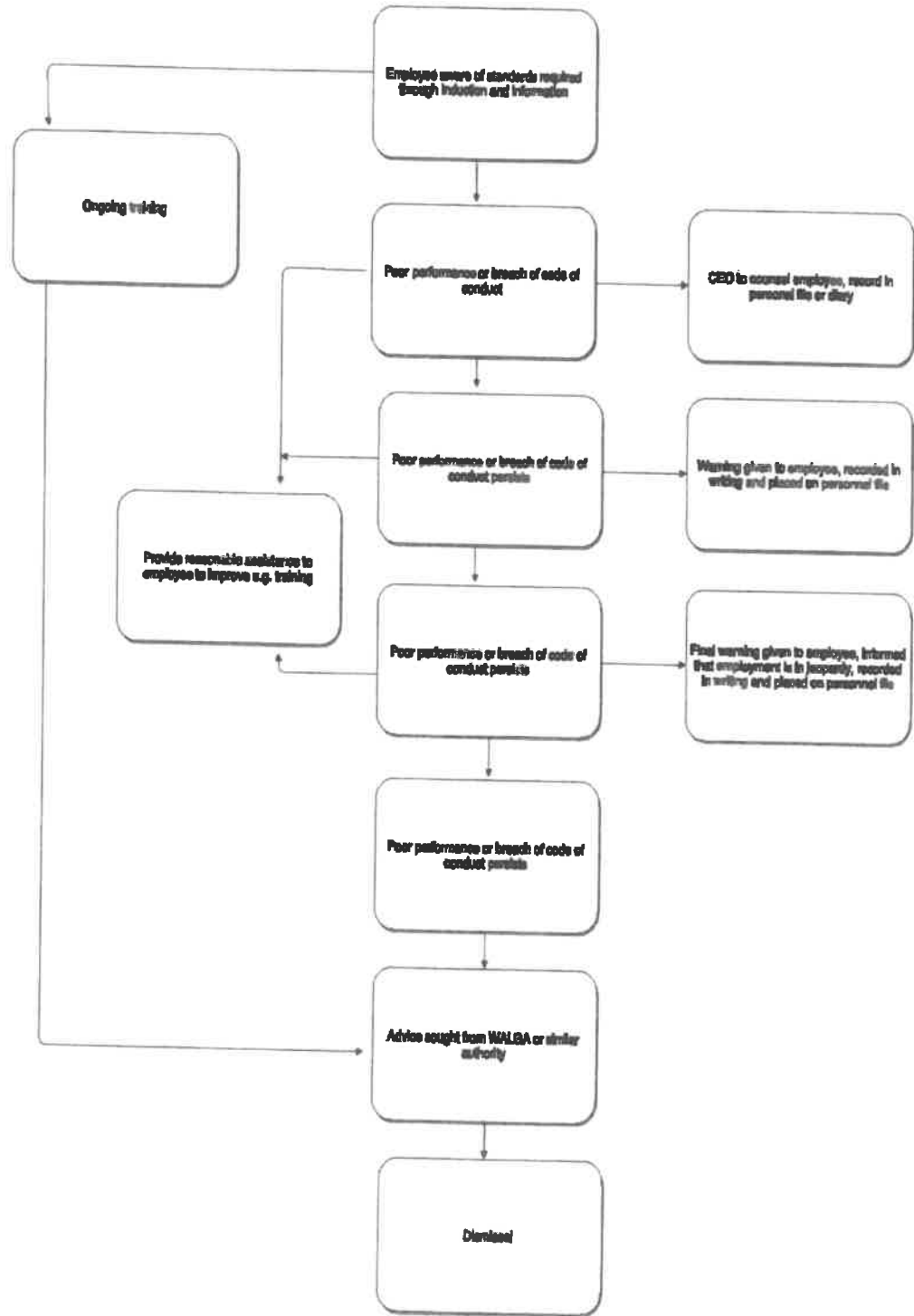
Report Outcome

- The Chief Executive Officer shall offer the employee an opportunity to attend an interview to discuss the report findings before the outcome is decided.
- The Chief Executive Officer will consider the findings of the report and decide on the appropriate outcome.
- The outcome may include, but is not limited to the following;
 - dismissal of the complaint
 - placing a written warning on the employee's personal file
 - reducing the employee's classification or position
 - limiting the areas the employee is permitted to work
 - terminating the employee's employment

Incident Discipline Process



Performance Discipline Process



REFERENCES:

**Local Government Act
Fair Work Ombudsman**

Resolution No. 2017/.....

That councillors agree to agree to familiarising themselves with existing council policies.

Moved:

Seconded:

Vote:

20.0 Governance Essentials for Local Government

Details of courses scheduled will be provided in due course.

Resolution No. 2017/.....

That councillors agree to participating in Governance courses / workshops as deemed appropriate by the Chief Executive Officer and /or by Council resolution.

Moved:

Seconded:

Vote:

21.0 Council Delegates to LGANT

Under Section 7 of the LGANT Constitution it states that 'councils shall be represented at meetings of the Association by nominated delegates'.

COUNCIL DELEGATES TO LGANT

Councils shall be represented at meetings of the Association by nominated delegates as per section seven of the LGANT Constitution. Under Clause 3 of the LGANT Constitution 'Delegate' means 'a person who is elected and holds the office of Lord Mayor, Mayor, President, Alderman or Councillor of a council who is appointed by virtue of Clause 7 of this constitution'.

The Constitution states:

7. REPRESENTATION OF MEMBERS

- 7.1 Each member council shall appoint two delegates as their representatives at meetings of the Association and may at any time revoke such appointments and appoint other delegates in their place, in accordance with their own policies or procedures.
- 7.2 Each member council shall give notice in writing to the Chief Executive Officer of the Association of the persons appointed to act as its delegates.
- 7.3 In the event that a delegate is unable to attend a meeting of the Association, the member council may, by giving written notice to the Chief Executive Officer prior to the commencement of the meeting, appoint another delegate to act as a substitute at the meeting. The appointment will only be valid for the meeting specified in the notice.

Please fill in the form below with two designated LGANT representatives as per your council resolution.

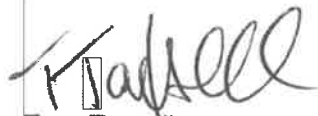
Council:	
Representative Name	Type of Representative
	Delegated Representative
	Delegated Representative

I, _____ the Chief Executive Officer

hereby confirm that the above delegates were endorsed as LGANT representatives by resolution of council at a meeting held on / /2017.

Signature: _____

Dated this _____ day of _____ 2017.



Tony Tapsell
Chief Executive Officer

Resolution No. 2017/.....

That council appoint and to represent Wagait Shire Council at meetings under Clause 3 of the LGANT Constitution.

Moved:

Seconded:

Vote:

22.0 Call for Nominations to LGANT Executive Board

Elections for casual vacancies for five LGANT Executive positions on the LGANT Executive are to be held on 2 November 2017 at the LGANT AGM being held at the Alice Springs Town Council.

Nominations are required to be in by Friday 29th September 2017.

**LOCAL GOVERNMENT ASSOCIATION OF
THE NORTHERN TERRITORY**



NOMINATION OF OFFICE BEARERS

In accordance with clause 14.8 of the LGANT Constitution, I hereby call for nominations to the five (5) casual vacancies on the LGANT Executive Board. Elections for these five positions will be held on Friday 3 November 2017 at the LGANT Annual General Meeting in Alice Springs.

Tony Tapsell
Chief Executive Officer
4 September 2017

Nominating Council: _____

The Council resolved at a meeting held on _____ 2017 to
nominate the following elected member to the LGANT Executive:

Name of Elected Member	Executive Member
	Vice President – Regional and Shires
	Vice President - Municipals
	Executive Member – Regional and Shires <i>(two – possibly three positions)</i>
	Executive Member – Municipals <i>(possibly one position)</i>
	Executive Member – All councils <i>(one position)</i>

Signed _____ / / 2017
CEO

Please forward completed nomination form and a short biography on each nominee by Friday 29 September 2017 to:

Elaine McLeod
Executive Assistant to the CEO
Email: elaine.mcleod@lgant.asn.au
Fax: 8941 2665

23.0 UPCOMING EVENTS

20 September 2017 – Emergency Recovery Committee Meeting
5 and 6 October – Leadership Local Government Symposium

24.0 LATE ITEMS AND GENERAL BUSINESS

25.0 IN-CAMERA ITEMS

Green Waste

Beach Accesses / RUA

Darwin Duchess

Emergency communications tower

26.0 DATE OF NEXT MEETING

The next Council Meeting is to be held on in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

27.0 CLOSE OF MEETING

The Chair declared the meeting closed at pm.

